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ABSTRACT

This final report begins with a three-page narrative of a statewide needs assessment of vocational, technical, and adult education (VTAE) instructors and administrators on technical staff training needs in Wisconsin. Statewide composite results for areas of need are presented for eight survey questionnaires sent to staff in these areas: management (373 respondents); instructional (769); agriculture (73); business education (207); marketing and distributive education (47); health occupations (211); home economics (63); and trade and industry (323). The majority of the document consists of appendixes containing the pilot test critique form; questionnaires; and district data tables, categorized by management staff and instructional staff. Data tables for management staff illustrate major staff development needs in these topical areas: trends and forecasting, delivery systems, needs assessment, curriculum and evaluation, and management. Data tables for instructional staff illustrate major staff development needs in these topical areas: business and industry, curriculum, equipment, public relations, student needs, instruction, and other. (YLB)

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FINAL REPORT

Research Project Conducted
for
Wisconsin Board of Vocational, Technical and Adult Education
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and Adult Education
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Statewide VTAE Staff Training
Needs Assessment

August 31, 1987

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Project Numbers: 30-701-150-307
30-701-150-308

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Statewide VTAE Staff Training Needs Assessment

Final Report

Introduction

The VTAE Administrators of Instructional Services Committee recommended in October, 1986 that a systematic statewide needs assessment process was needed to gather information from instructors and administrators on technical staff training needs. Upon the recommendation of the in-service sub-committee, the University of Wisconsin-Stout, Center for Vocational, Technical and Adult Education (CVTAE) submitted a proposal to Jim Urness, WBVTAE, to do a statewide needs assessment of VTAE staff. This is the first time a comprehensive needs assessment has been done. The project was approved and began February, 1987.

The core of the needs analysis was a set of eight questionnaires. These were developed by CVTAE Center staff with input from several VTAE district personnel. The following questionnaires were developed:

Survey Number	Area
7286	Management
7287	Instructional Staff
7288	Agriculture
7289	Business Education
7290	Marketing and Distributive Education
7291	Health Occupations
7292	Home Economics
7293	Trade and Industry

The purpose of the questionnaires was to identify technical updating needs of VTAE management and staff. Specific areas of need were identified and grouped by area. For example, major areas of need, or topics on the management questionnaire (#7286) were Computer Applications, Trends and Forecasting, Delivery Systems, Needs Assessment, Curriculum and Evaluation and Management. Specific items of need were developed for each of the areas listed above. This same format was followed for each survey.

The questionnaires were piloted in two VTAE districts; Southwest and District One during February and March, 1987. Staff were asked to critique the questionnaires making suggestions for additions, deletions, or changes in format (See Appendix A). In addition to the pilot sites review, individuals with expertise in the survey areas were contacted for their input. This process was most helpful in building relevant items to assess the needs that staff have and provide the base with which to build a technical updating plan.

Following the pilot, the questionnaires were revised (See Appendix B). They were then distributed to each VTAE district on April 10, 1987. The districts duplicated the number of copies needed of each survey. The surveys were then returned to UW-Stout CVTAE for processing in early May. Fourteen of the sixteen VTAE districts responded.

Initial results were shared at the Summer Conference of VTAE Administrators for Instructional Services held in Stevens Point, July 26-28, 1987. Dr. Howard Lee, Co-Director CVTAE, met with each district's staff, explaining their district's data and assisting in data interpretation. Tables were developed identifying the major needs for the 7286 Management and 7287 Instructional Staff Surveys for each district (See Appendix C). Composite data tables were developed and shared for each of the eight surveys (See Appendix D). Composite results were also shared with Bob Karrow, UW-Stout Continuing Education and the Industrial/Marketing Department Staff.

Statewide Composite Results

Survey 7286 - Management Staff (N=373): The strongest needs were reported in the trends and forecasting area, with the mean ($\bar{X}$) of 4.31 on a 5 point scale for forecasting needs of business and industry. "Future trends and developments in vocational education" ($\bar{X}$ of 4.11) and "Identify current and future projections of educational needs of older adults and other special populations" ($\bar{X}$ of 4.17) were also indicated as priority areas.

Survey 7287 - Instructional Staff (N=769): The following major needs were reported in the area of Public Relations. "Recruiting and retention of students" was rank #1 with a $\bar{X}$ of 4.18. "Marketing of post high school education" was 2nd with a $\bar{X}$ of 4.08, indicating this was viewed as quite important by resondents.

Survey 7288 - Agriculture Staff (N=73): Nine items with a $\bar{X}$ of 4.0 or greater was rated. The three items with top ranking 'nclude "Financial management (farm)" ($\bar{X}$ of 4.61), "Business records analysis" ($\bar{X}$ of 4.50) and "Using the computer in farm management" ($\bar{X}$ of 4.42).

Survey 7289 - Business Education Staff (N=207): Staff indicated their needs were "Articulation with business and industry" ($\bar{X}$ of 4.21), "Presentations from business and industry" ($\bar{X}$ of 4.05) and "Microcomputers and the office - the effect on entry level skills" ($\bar{X}$ of 4.01).

Survey 7290 - Marketing and Distributive Education Staff (N=47): Results show that staff prioritized their #1 need to be "New trends in marketing education (business/corporations visits to discuss trends)" ($\bar{X}$ of 4.13) and "Visiting business/industry personnel hiring graduates" ($\bar{X}$ of 4.11).

Survey 7291 - Health Occupations Staff (N=211): Major needs indicated more "Evaluation techniques (clinical and classroom)" ($\bar{X}$ of 4.08) and "Exposure to new equipment and technology" ($\bar{X}$ of 4.04).

Survey 7292 - Home Economics Staff (N=63): More needs were rated by the Home Economics Staff than any other group. "Identifying changing client needs" ($\bar{X}$ of 4.78), "Developments in business and industry" ($\bar{X}$ of 4.57), "Working with new technologies and products in the cosmetology industry" ($\bar{X}$ of 4.56), "Assisting children in building positive self esteem ($\bar{X}$ of 4.53) and "New and emerging careers within the an occupational area" ($\bar{X}$ of 4.22) were among the top. There were 27 items with a mean of 4.0 or greater.

Survey 7293 - Trade and Industry Staff (N=323): Staff reported major topics of need to be "Maintain contact with employers" ($\bar{X}$ of 4.25) and "Job opportunities related to my program" ($\bar{X}$ of 4.21).

In three areas, health occupations, home economics and trade and industry, the data was sorted by area taught. This was done because these vocational disciplines have multiple distinct areas within the discipline and the staff would have different areas of need. For example, within the home economics discipline, a food service instructor would have some different needs than a child care instructor. This sorting of the data allowed us to get a more accurate picture of the technical updating needs within these three areas.

Generally, staff surveyed wanted the courses/workshops delivered in their own school. Regional workshops ranked second.

A complete set of data was given to Jim Urness (WBVTAE). Each district was given a set of their district's data. CVTAE, UW-Stout, has a copy of the statewide composite data.

Recommendation:

Now that the needs are known, proposals need to be developed and funded to address the technical training needs on a local, regional and state level. Proposals may take the form of:

1. Specific course/offerings at the local or regional basis to address a specific technical need. The course/offerings may be offered for credit/non-credit through a university/technical college.

2. Specific proposals to address the need of VTAE's to keep abreast of current trends in business/industry. This could take the form of a regional conference to address trends by business/industry and VTAEs.

3. Specific proposals to facilitate systematic sharing of curriculum/innovation/procedures among VTAE`s and other similar institutions nationally.

4. Proposals to address specific instructional/administrative professional needs of VTAE staff.

5. Proposals to follow up VTAE's to determine the utilization of the needs assessment.

6. Proposal to address the refinement of all the instruments to permit more accurate data collection.

7. An overall proposal to fund a part-time position to coordinate technical training needs/workshops on a regional/state basis.

Appendix A
Pilot Test Critique Form

Name_____

Title_____

Title of Survey Reviewed: VTAE Instructional Technical Update Needs Assessment (7250.A)

VTAE STAFF TRAINING NEEDS ASSESSMENT

- PILOT FOR THE QUESTIONNAIRE -

UW-Stout is currently developing a systematic statewide needs assessment which would gather in-service and technical training data from vocational instructors and administrators. Your VTAE district has been selected as a pilot site to review the surveys. There are surveys for instructors in each vocational area, an instructional professional development survey and a survey for management.

Please review the attached survey, making any suggested changes directly on the survey. Also, rate the survey using the chart below. Place a check (✓) in the appropriate column.

DO NOT COMPLETE THE SURVEY AT THIS TIME.

	3 GOOD	2 ADEQUATE	1 NEEDS IMPROVEMENT
1. Instructions.			
2. Scope and content of items.			
3. Organization of items			
4. Response format			

Comments/Suggestions:

Thank you for your input. The questionnaires will be revised based on staff input. They will then be sent to all VTAE districts for distribution to staff. Data will then be tabulated and analyzed for each district, and a statewide composite developed for needs analysis of VTAE instructional and administrative staff technical update training.

Please return by Thursday, March 12, 1987, to campus contact:

Southwest Technical Institute — Jim Olds
District One-Eau Claire — William Boyle

They will forward to Stout. Thank you.

Appendix B
Questionnaires

May 5, 1987

(Sent to Instructional Services Staff)

During the last two years the Stout Advisory Committee and the Instructional Services Administrators have discussed the importance of a needs assessment for VTAE staff development and technical updating. With continuing technological changes, it is important to assist VTAE staff in keeping up-to-date. In order to do this, the VTAE system funded this project to identify statewide priorities for staff development activities and projects. In addition, the survey data can be used by districts to identify their unique staff development needs.

Enclosed are copies of the VTAE Technical Training Needs Assessment questionnaires. The project is designed to gather and report training needs of VTAE program staff. There are eight questionnaires which need to be copied on colored paper, if possible, and then distributed to the appropriate full-time program staff.

1. Management Professional Development: (run on GOLDENROD) (7286)
   Distribute to all management personnel.

2. Instructional Professional Development: (run on GREEN) (7287)
   Distribute to a sample of staff - 50 percent from each vocational area and 100 percent of general education staff.

o The following vocational area questionnaire distributed to all staff in the area:

3. Agriculture (run on SALMON) (7288)

4. Business Education (run on TAN) (7289)

5. Health Occupations (run on YELLOW) (7290)

6. Home Economics (run on BLUE) (7291)

7. Marketing (run on PINK) (7292)

8. Trade and Industry (run on WHITE) (7293)

Attached is a guide for administering the surveys to help increase the reliability of responses. Please return all questionnaires as soon as possible.

If you have any questions, please feel free to contact any of us.

Thank you for your cooperation in this important project.

Sincerely yours,

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mw

Enclosures

Center for Vocational, Technical
and Adult Education, UW-Stout
7286.A1

3/30/87

MANAGEMENT
PROFESSIONAL DEVELOPMENT
VTAE Technical Update Questionnaire

Please list your district: _____

1. Your position is:

_____ (1) Assistant Director Instructional Services

_____ (2) Division Chair

_____ (3) Coordinator, Supervisor, or Department Head

_____ (4) Other Management Position

Please list _____

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own need. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

Key:
1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
• COMPUTER APPLICATIONS						
2. Computer interactive video and computer aided instruction.	1	2	3	4	5	NA
3. Computer literacy (i.e., spread sheets, word processing, data base, filing, Lotus 1, 2, 3). .	1	2	3	4	5	NA
4. Evaluating and purchasing software	1	2	3	4	5	NA
5. Cataloging micro-computer software (public and library use)	1	2	3	4	5	NA

. . . continue . . .

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
6. Computer grading	1	2	3	4	5	NA
7. Computer networking with other districts	1	2	3	4	5	NA
8. Computerized records management	1	2	3	4	5	NA
9. Electronic mail procedures	1	2	3	4	5	NA
10. On-line registration procedures	1	2	3	4	5	NA
• TRENDS AND FORECASTING						
11. Future trends and developments in vocational education	1	2	3	4	5	NA
12. Forecasting needs of business and industry	1	2	3	4	5	NA
13. Identify current and future projections of educational needs of older adults and other special populations	1	2	3	4	5	NA
• DELIVERY SYSTEMS						
14. Alternative instructional methods and delivery systems	1	2	3	4	5	NA
15. Delivering programs by educational television/ telecommunications systems	1	2	3	4	5	NA
16. Preparing disadvantaged students to enter occupational programs	1	2	3	4	5	NA
17. New technologies and their implications for adult education	1	2	3	4	5	NA
• NEEDS ASSESSMENT						
18. Identify needs of students prior to entering into program	1	2	3	4	5	NA
19. Designing needs assessment instruments	1	2	3	4	5	NA
20. Identification of competencies using DACUM	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7286.A3

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
21. Task analysis techniques	1	2	3	4	5	NA
22. Needs assessment for emerging occupational areas.	1	2	3	4	5	NA
23. Economic indicators and research - how to interpret and use.	1	2	3	4	5	NA
• CURRICULUM AND EVALUATION						
24. Competency based education/its effect on advanced placement and career ladders.	1	2	3	4	5	NA
25. Effective research techniques for curriculum development.	1	2	3	4	5	NA
26. Developing effective evaluation instruments. . .	1	2	3	4	5	NA
27. Evaluation of instructional staff.	1	2	3	4	5	NA
28. Evaluating curriculum; including how to design and evaluate new curriculum.	1	2	3	4	5	NA
29. Evaluating instruction in the classroom and/or in the clinical setting.	1	2	3	4	5	NA
30. Measuring impact on the community of adult and continuing education	1	2	3	4	5	NA
31. Alternatives to purchasing expensive equipment .	1	2	3	4	5	NA
32. Facilities management practices.	1	2	3	4	5	NA
33. Preparing quality media.	1	2	3	4	5	NA
34. Learning media production techniques (i.e., making a video tape)	1	2	3	4	5	NA
35. Developing internship/cooperative education programs and procedures.	1	2	3	4	5	NA
36. Recognizing and managing sex, race, and handicapped equity issues within the VTAE system	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7286.A4

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
37. Alternative learning styles (right-left brain, adults, etc.)	1	2	3	4	5	NA
38. Principles of learning	1	2	3	4	5	NA
39. Improving student recruitment/relations	1	2	3	4	5	NA
40. Improving job placement	1	2	3	4	5	NA
41. Career advancement	1	2	3	4	5	NA
42. Information retrieval	1	2	3	4	5	NA
43. Drugs and drug abuse	1	2	3	4	5	NA
• MANAGEMENT						
44. Techniques for participatory management	1	2	3	4	5	NA
45. Quality circles	1	2	3	4	5	NA
46. Stress management	1	2	3	4	5	NA
47. Time management	1	2	3	4	5	NA
48. Public relations/marketing Vocational Education	1	2	3	4	5	NA
49. Legal aspects of administration and education	1	2	3	4	5	NA
50. Conflict management	1	2	3	4	5	NA
51. Effective use of advisory committees	1	2	3	4	5	NA
52. Program evaluation	1	2	3	4	5	NA
53. Building the management team	1	2	3	4	5	NA
54. Making office politics a positive force	1	2	3	4	5	NA
55. A course covering the VTAE Educational Policies and Procedures manual	1	2	3	4	5	NA
56. Organization/management of support staff	1	2	3	4	5	NA
57. Listening skills and assertive communication	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7286.A5

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
58. How to run effective meetings.	1	2	3	4	5	NA
59. Work simplification - cost reduction	1	2	3	4	5	NA
60. Writing a long-range plan.	1	2	3	4	5	NA
61. Budgeting principles	1	2	3	4	5	NA
62. Grant proposal preparation	1	2	3	4	5	NA
63. Employment interviewing skills	1	2	3	4	5	NA
64. Supervising skills workshop to orient and train staff for performance improvement, solving problems, and keeping the operation under control.	1	2	3	4	5	NA
65. Improving interpersonal skills for management personnel.	1	2	3	4	5	NA
66. One minute management.	1	2	3	4	5	NA
67. Managing change - motivating others to change. .	1	2	3	4	5	NA
68. Quality control techniques for education	1	2	3	4	5	NA
69. How to influence legislation	1	2	3	4	5	NA
70. Dealing with teachers' union (role of unions in adult education)	1	2	3	4	5	NA
71. Developing a Foundation.	1	2	3	4	5	NA
72. Economic development and the VTAE.	1	2	3	4	5	NA
73. Other: _____ .	1	2	3	4	5	NA
74. Other: _____ .	1	2	3	4	5	NA

Indicate your preference: I prefer updating be offered:

75. as a credit course	1	2	3	4	5	NA
76. as a noncredit course.	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7286.A6

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
77. for continuing education units (CEUs).	1	2	3	4	5	NA
78. as a certificate course.	1	2	3	4	5	NA
79. through the Vocational Telephone Network (VTN) .	1	2	3	4	5	NA
80. through correspondence	1	2	3	4	5	NA
81. satellite.	1	2	3	4	5	NA
82. on-site workshop in the district	1	2	3	4	5	NA
83. regional workshop.	1	2	3	4	5	NA
84. during the summer.	1	2	3	4	5	NA
85. during the school year	1	2	3	4	5	NA
86. during the evening	1	2	3	4	5	NA
87. during the day	1	2	3	4	5	NA
88. on weekends.	1	2	3	4	5	NA
89. other: _____ .	1	2	3	4	5	NA

Thank you. Please return as directed.

Center for Vocational, Technical
and Adult Education, UW-Stout
7287.A1

3/30/87

INSTRUCTIONAL
PROFESSIONAL DEVELOPMENT
VTAE Technical Update Questionnaire

Please list your district: _____

1. I teach in the following vocational area:

_____ (1) Agriculture

_____ (2) Business Education

_____ (3) Marketing and Distributive Education

_____ (4) Health Occupations

_____ (5) Home Economics

_____ (6) Trade & Industry

_____ (7) Other (please list) _____

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own use. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

Key: 1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
• COMPUTER						
2. Computer fundamentals.	1	2	3	4	5	NA
3. More hands-on time with computers.	1	2	3	4	5	NA
4. Computer-aided text management	1	2	3	4	5	NA
5. Computerized maintenance program	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7287.A2

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
6. Computer generated tests and evaluation.	1	2	3	4	5	NA
7. Computer assisted grading.	1	2	3	4	5	NA
8. Computer assisted instruction and sources of software and evaluation techniques to include basic skills	1	2	3	4	5	NA
9. Computer record-keeping.	1	2	3	4	5	NA
10. Basic computer programming	1	2	3	4	5	NA
11. Update on computer software.	1	2	3	4	5	NA
• BUSINESS AND INDUSTRY						
12. Determine ways to develop and maintain direct contacts with industry (training, tours, etc.) .	1	2	3	4	5	NA
13. Human relationships in successful business and industry	1	2	3	4	5	NA
14. Small business management.	1	2	3	4	5	NA
15. Economic development	1	2	3	4	5	NA
16. Determining business and industry needs locally and statewide: today and tomorrow	1	2	3	4	5	NA
17. Identifying trends in business/industry.	1	2	3	4	5	NA
18. Cooperative education and internship programs. .	1	2	3	4	5	NA
• CURRICULUM						
19. Curriculum development for a changing technological world.	1	2	3	4	5	NA
20. Importance of general education to workers in a fluid job market	1	2	3	4	5	NA
21. Designing self-study modules	1	2	3	4	5	NA
22. Central sources and availability of instructional aids and software.	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7287.A3

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
23. Transfer of skills learned in study center to content area classes	1	2	3	4	5	NA
24. Development, use of competency based education	1	2	3	4	5	NA
25. Designing curriculum and delivering instruction for "open entry"	1	2	3	4	5	NA
26. Alternative delivery systems for instruction including ETV	1	2	3	4	5	NA
27. Computer interactive video	1	2	3	4	5	NA
• EQUIPMENT						
28. Purchasing equipment	1	2	3	4	5	NA
29. Equipment update (knowledge of state of the art equipment)	1	2	3	4	5	NA
• PUBLIC RELATIONS						
30. Recruiting and retention of students	1	2	3	4	5	NA
31. Articulation with high schools	1	2	3	4	5	NA
32. Sharing ideas with faculty in own district and other districts	1	2	3	4	5	NA
33. Projections on future jobs	1	2	3	4	5	NA
34. Marketing of post high school education	1	2	3	4	5	NA
35. Placement services planning	1	2	3	4	5	NA
36. Politics of education	1	2	3	4	5	NA
37. Coordination between night and day classes	1	2	3	4	5	NA
38. Public relations (preparing articles, flyers for advertising)	1	2	3	4	5	NA
39. Advisory committees	1	2	3	4	5	NA
40. Legislation on vocational education	1	2	3	4	5	NA

. . . continue . . .

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
• STUDENT NEEDS						
41. Counseling techniques for instructors.	1	2	3	4	5	NA
42. Student service resources.	1	2	3	4	5	NA
43. Develop positive student/staff interaction . . .	1	2	3	4	5	NA
44. Assessing/serving students with learning disabilities	1	2	3	4	5	NA
45. Working with the physically handicapped.	1	2	3	4	5	NA
46. How to work with below average or socially immature students.	1	2	3	4	5	NA
47. Techniques to help international students (limited English speaking included).	1	2	3	4	5	NA
48. Assisting students in resume preparation	1	2	3	4	5	NA
• INSTRUCTION						
49. Providing input for instructor evaluation. . . .	1	2	3	4	5	NA
50. Evaluation of students	1	2	3	4	5	NA
51. Teaching methods review.	1	2	3	4	5	NA
52. Developing objectives and evaluation in the affective domain	1	2	3	4	5	NA
53. Test construction.	1	2	3	4	5	NA
54. Motivation of students	1	2	3	4	5	NA
55. Media technology applications.	1	2	3	4	5	NA
56. Discipline in the classroom.	1	2	3	4	5	NA
57. Critical thinking skills	1	2	3	4	5	NA
58. Psychology of learning	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7287.A5

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
• PERSONAL CONCERNS						
59. Relaxation techniques.	1	2	3	4	5	NA
60. CPR training for staff	1	2	3	4	5	NA
61. Wellness program	1	2	3	4	5	NA
62. Stress management techniques	1	2	3	4	5	NA
63. Using the "Personal Profile System".	1	2	3	4	5	NA
64. Information on alcohol and other drug abuse. . .	1	2	3	4	5	NA
• GENERAL SKILL DEVELOPMENT						
65. Conflict resolution.	1	2	3	4	5	NA
66. Quality circles.	1	2	3	4	5	NA
67. Communication techniques for workers and co-workers	1	2	3	4	5	NA
68. Time management.	1	2	3	4	5	NA
69. Communication skills required in various careers.	1	2	3	4	5	NA
70. Motivation of staff/students	1	2	3	4	5	NA
71. Develop listening skills	1	2	3	4	5	NA
72. Strategy planning.	1	2	3	4	5	NA
• OTHER						
73. Provide training for coordinators.	1	2	3	4	5	NA
74. Certification and re-certification	1	2	3	4	5	NA
75. Teacher liability (educational malpractice). . .	1	2	3	4	5	NA
76. How to apply for professional development funds.	1	2	3	4	5	NA
77. Technical report writing	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7287.A6

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
78. Writing for business/industry.	1	2	3	4	5	NA
79. Teacher retirement system.	1	2	3	4	5	NA
80. Professional organizations and development of staff.	1	2	3	4	5	NA
81. Other: _____ .	1	2	3	4	5	NA
82. Other: _____ .	1	2	3	4	5	NA

Indicate your preference: I prefer updating be offered:

83. as a credit course	1	2	3	4	5	NA
84. as a noncredit course.	1	2	3	4	5	NA
85. for continuing education units (CEUs).	1	2	3	4	5	NA
86. as a certificate course.	1	2	3	4	5	NA
87. through the Vocational Telephone Network (VTN) .	1	2	3	4	5	NA
88. through correspondence	1	2	3	4	5	NA
89. satellite.	1	2	3	4	5	NA
90. on-site workshop in the district	1	2	3	4	5	NA
91. regional workshop.	1	2	3	4	5	NA
92. during the summer.	1	2	3	4	5	NA
93. during the school year	1	2	3	4	5	NA
94. during the evening	1	2	3	4	5	NA
95. during the day	1	2	3	4	5	NA
96. on weekends.	1	2	3	4	5	NA
97. other: _____ .	1	2	3	4	5	NA

Thank you. Please return as directed.

Center for Vocational, Technical
and Adult Education, UW-Stout
7288.A1

3/30/87

AGRICULTURE
VTAE Technical Update Questionnaire

Please list your district: _____

1. Your vocational position is: (check all that apply)

_____ (1) Agriculture Instructor

_____ (2) Agriculture Coordinator/Division Chairperson

_____ (3) Administrator

_____ (4) Other (please list) _____

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own need. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

KEY: 1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
2. Computer applications for agriculture.	1	2	3	4	5	NA
3. Computer monitoring and control of farm operations	1	2	3	4	5	NA
4. Use of computer spread sheets.	1	2	3	4	5	NA
5. Word processing.	1	2	3	4	5	NA
6. Update on new software for agriculture	1	2	3	4	5	NA
7. Computer parts book, inventory	1	2	3	4	5	NA
8. Dealer in-house computer applications.	1	2	3	4	5	NA
9. Hand-held computer use	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7288.A2

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
10. Using the computer in farm management.	1	2	3	4	5	NA
11. Computer program writing	1	2	3	4	5	NA
12. Computer-aided design.	1	2	3	4	5	NA
13. Remote sensing of equipment operation, facilities, feeding, etc	1	2	3	4	5	NA
14. Electronics in agriculture	1	2	3	4	5	NA
15. Electricity and instrumentation.	1	2	3	4	5	NA
16. Fertilizer Technology.	1	2	3	4	5	NA
17. Budgeting in agriculture	1	2	3	4	5	NA
18. Financial management (farm).	1	2	3	4	5	NA
19. Business records analysis.	1	2	3	4	5	NA
20. Farm income tax update	1	2	3	4	5	NA
21. Small diesel power units (diesel repair)	1	2	3	4	5	NA
22. Photography (to include aerial interpretation) .	1	2	3	4	5	NA
23. Update on courses and time to take them during the school year.	1	2	3	4	5	NA
24. Update on technical schools or training programs available	1	2	3	4	5	NA
25. Embryo transplant.	1	2	3	4	5	NA
26. Update on new equipment.	1	2	3	4	5	NA
27. Forest entomology (basic forest pictures). . . .	1	2	3	4	5	NA
28. Sheep ration formulation, nutrition, and health maintenance.	1	2	3	4	5	NA
29. Beef ration formulation, nutrition, and health maintenance.	1	2	3	4	5	NA
30. Dairy ration formulation, nutrition, and health maintenance.	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7288.A3

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
31. Poultry ration formulation, nutrition, and health maintenance	1	2	3	4	5	NA
32. Hog ration formulation, nutrition, and health maintenance	1	2	3	4	5	NA
33. New and unique crops and products that can increase farm income	1	2	3	4	5	NA
34. Hydraulics	1	2	3	4	5	NA
35. Guest speakers from various companies	1	2	3	4	5	NA
36. Marketing agriculture products	1	2	3	4	5	NA
37. Economic applications to productive agriculture	1	2	3	4	5	NA
38. Surface water treatment to reduce contamination and pollution	1	2	3	4	5	NA
39. Ventilation of farm buildings	1	2	3	4	5	NA
40. Time management	1	2	3	4	5	NA
41. Current legislation on the learning disabled	1	2	3	4	5	NA
42. Student job opportunities, recruitment techniques and placement techniques	1	2	3	4	5	NA
43. Other: _____	1	2	3	4	5	NA
44. Other: _____	1	2	3	4	5	NA

Indicate your preference: I prefer updating be offered:

45. as a credit course	1	2	3	4	5	NA
46. as a noncredit course	1	2	3	4	5	NA
47. for continuing education units (CEUs)	1	2	3	4	5	NA
48. as a certificate course	1	2	3	4	5	NA
49. through the Vocational Telephone Network (VTN)	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7288.A4

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
50. through correspondence	1	2	3	4	5	NA
51. satellite	1	2	3	4	5	NA
52. on-site workshop in the district	1	2	3	4	5	NA
53. regional workshop	1	2	3	4	5	NA
54. during the summer	1	2	3	4	5	NA
55. during the school year	1	2	3	4	5	NA
56. during the evening	1	2	3	4	5	NA
57. during the day	1	2	3	4	5	NA
58. on weekends	1	2	3	4	5	NA
59. other: _____	1	2	3	4	5	NA

Thank you. Please return as directed.

Center for Vocational, Technical
and Adult Education, UW-Stout
7289.A1

3/30/87

BUSINESS EDUCATION
VTAE Technical Update Questionnaire

Please list your district: _____

1. Your vocational position is: (check all that apply)

_____ (1) Business Education Instructor

_____ (2) Business Education Coordinator/Division Chairperson

_____ (3) Administrator

_____ (4) Other (please list) _____

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own need. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

KEY:
1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
• COMPUTER						
2. Microcomputers and the office - the effect on entry-level skills	1	2	3	4	5	NA
3. Campus-wide word processing	1	2	3	4	5	NA
4. Software review	1	2	3	4	5	NA
5. Data-base management system merging word processing	1	2	3	4	5	NA
6. Electronic mail processing	1	2	3	4	5	NA
7. Computerized records management	1	2	3	4	5	NA

. . . continue . . .

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
8. Computer networking.	1	2	3	4	5	NA
9. Programming languages.	1	2	3	4	5	NA
10. Trends in mainframe programming.	1	2	3	4	5	NA
11. Microcomputers to mainframe communication. . . .	1	2	3	4	5	NA
12. Writing business software.	1	2	3	4	5	NA
13. Computer-assisted instruction.	1	2	3	4	5	NA
14. Automated office (computer integrated)	1	2	3	4	5	NA
15. Computer-integrated accounting	1	2	3	4	5	NA
16. Use of electronic spread sheets.	1	2	3	4	5	NA
17. Computer-aided design.	1	2	3	4	5	NA
18. Word processing and writing courses.	1	2	3	4	5	NA
19. Delivery by computer-interactive video	1	2	3	4	5	NA
20. Computer graphics.	1	2	3	4	5	NA
• OTHER						
21. Articulation with secondary school teachers. . .	1	2	3	4	5	NA
22. Competency-based education (performance objectives and evaluation)	1	2	3	4	5	NA
23. Telecommunication.	1	2	3	4	5	NA
24. Micro-records.	1	2	3	4	5	NA
25. Changing scope of the office	1	2	3	4	5	NA
26. Develop model computer programs related to insurance practices.	1	2	3	4	5	NA
27. Articulating with business and industry.	1	2	3	4	5	NA
28. Presentations from business and industry	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7289.A3

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
29. Automated equipment in business.	1	2	3	4	5	NA
30. Other: _____ .	1	2	3	4	5	NA
31. Other: _____ .	1	2	3	4	5	NA
Indicate your preference: I prefer updating be offered:						
32. as a credit course	1	2	3	4	5	NA
33. as a noncredit course.	1	2	3	4	5	NA
34. for continuing education units (CEUs).	1	2	3	4	5	NA
35. as a certificate course.	1	2	3	4	5	NA
36. through the Vocational Telephone Network (VTN) .	1	2	3	4	5	NA
37. through correspondence	1	2	3	4	5	NA
38. satellite.	1	2	3	4	5	NA
39. on-site workshop in the district	1	2	3	4	5	NA
40. regional workshop.	1	2	3	4	5	NA
41. during the summer.	1	2	3	4	5	NA
42. during the school year	1	2	3	4	5	NA
43. during the evening	1	2	3	4	5	NA
44. during the day	1	2	3	4	5	NA
45. on weekends.	1	2	3	4	5	NA
46. other: _____ .	1	2	3	4	5	NA

Thank you. Please return as directed.

Center for Vocational, Technical
and Adult Education, UW-Stout
7290.A1

3/30/87

MARKETING & DISTRIBUTIVE EDUCATION
VTAE Technical Update Questionnaire

Please list your district: _____

1. Your vocational position is: (check all that apply)

_____ (1) Marketing Education Instructor

_____ (2) Marketing Education Coordinator/Division Chairperson

_____ (3) Administrator

_____ (4) Other (please list) _____

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own need. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

KEY: 1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
• COMPUTER						
2. Software for sales, advertising and marketing. .	1	2	3	4	5	NA
3. Computer applications in marketing classes . . .	1	2	3	4	5	NA
4. Delivery by computer-interactive video	1	2	3	4	5	NA
5. VTAE software development teams.	1	2	3	4	5	NA
6. Computer usage for small business.	1	2	3	4	5	NA
7. Computer-assisted instruction.	1	2	3	4	5	NA
8. Computerized accounting applications	1	2	3	4	5	NA

. . . continue . . .

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
9. Computer-aided design.	1	2	3	4	5	NA
10. Word processing.	1	2	3	4	5	NA
11. Computerized businesses.	1	2	3	4	5	NA
• OTHER						
12. Marketing simulations available.	1	2	3	4	5	NA
13. Quality circles.	1	2	3	4	5	NA
14. New trends in marketing education (business/ corporations visits to discuss trends)	1	2	3	4	5	NA
15. Entrepreneurship	1	2	3	4	5	NA
16. Telemarketing.	1	2	3	4	5	NA
17. Video-marketing.	1	2	3	4	5	NA
18. Speakers on marketing/sales.	1	2	3	4	5	NA
19. Update on merchandising stores	1	2	3	4	5	NA
20. Instructional techniques for accounting and business math.	1	2	3	4	5	NA
21. Visiting business/industry personnel hiring graduates.	1	2	3	4	5	NA
22. Successful marketing techniques.	1	2	3	4	5	NA
23. Current research on learning	1	2	3	4	5	NA
24. Government rules/regulations	1	2	3	4	5	NA
25. Marketing property to the local community. . . .	1	2	3	4	5	NA
26. Other: _____ .	1	2	3	4	5	NA
27. Other: _____ .	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7290.A3

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
Indicate your preference: I prefer updating be offered:						
28. as a credit course	1	2	3	4	5	NA
29. as a noncredit course	1	2	3	4	5	NA
30. for continuing education units (CEUs)	1	2	3	4	5	NA
31. as a certificate course	1	2	3	4	5	NA
32. through the Vocational Telephone Network (VTN)	1	2	3	4	5	NA
33. through correspondence	1	2	3	4	5	NA
34. satellite	1	2	3	4	5	NA
35. on-site workshop in the district	1	2	3	4	5	NA
36. regional workshop	1	2	3	4	5	NA
37. during the summer	1	2	3	4	5	NA
38. during the school year	1	2	3	4	5	NA
39. during the evening	1	2	3	4	5	NA
40. during the day	1	2	3	4	5	NA
41. on weekends	1	2	3	4	5	NA
42. other: _____	1	2	3	4	5	NA

Thank you. Please return as directed.

Center for Vocational, Technical
and Adult Education, UW-Stout
7291.A1

3/30/87

HEALTH OCCUPATIONS
VTAE Technical Update Questionnaire

Please list your district: _____

Please indicate your field:

_____ (1) Medical Lab
_____ (2) Histotechnologist
_____ (3) Medical Records
_____ (4) Radiology
_____ (5) Respiratory Therapy
_____ (6) Physical Therapy
_____ (7) Occupational Therapy
_____ (8) Interpreter Training/ Audiology/Hearing Impaired
_____ (9) Optometry
_____ (10) Dental
_____ (11) EEG
_____ (12) Nursing
_____ (13) Medical Assisting
_____ (14) Operating Room
_____ (15) Emergency Medical
_____ (16) Health Unit Clerk
_____ (17) Pharmacy Aid

1. Your vocational position is: (check all that apply)

_____ (1) Health Occupations Instructor

_____ (2) Health Occupations Coordinator/Division Chairperson

_____ (3) Administrator

_____ (4) Other (please list) _____

. . . continue . . .

CVTAE, UW-Stout
7291.A2

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own need. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

KEY: 1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

	TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
2.	Computer applications in clinical evaluation . .	1	2	3	4	5	NA
3.	Computerized information management collection, record keeping and patient care systems.	1	2	3	4	5	NA
4.	Communication skills in staff/client relations .	1	2	3	4	5	NA
5.	Pulmonary rehabilitation	1	2	3	4	5	NA
6.	Cardiopulmonary diagnosis and rehabilitation . .	1	2	3	4	5	NA
7.	Pharmacology update.	1	2	3	4	5	NA
8.	Optometry techniques and equipment	1	2	3	4	5	NA
9.	Exposure to new equipment and technology	1	2	3	4	5	NA
10.	DRG implications	1	2	3	4	5	NA
11.	Updating in dental procedures.	1	2	3	4	5	NA
12.	Use of sign language in health care.	1	2	3	4	5	NA
13.	Developing competency based units for my classroom program.	1	2	3	4	5	NA
14.	Nutrition, calorimetry and the critical patient.	1	2	3	4	5	NA
15.	Evaluation techniques (clinical and classroom) .	1	2	3	4	5	NA
16.	Diagnostic imaging techniques.	1	2	3	4	5	NA
17.	Developing in-service program for patients . . .	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7291.A3

	TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
18.	How to work with the CAHEA guidelines.	1	2	3	4	5	NA
19.	Home health care practices	1	2	3	4	5	NA
20.	Custodial care of the elderly.	1	2	3	4	5	NA
21.	Custodial care of developmentally disabled . . .	1	2	3	4	5	NA
22.	Respiratory therapy in home care	1	2	3	4	5	NA
23.	Clinical therapy in home care.	1	2	3	4	5	NA
24.	Regulatory agencies and controls affecting health care.	1	2	3	4	5	NA
25.	Analyze job analysis techniques, such as, DACUM or task analysis	1	2	3	4	5	NA
26.	Emerging occupations in an occupational area . .	1	2	3	4	5	NA
27.	Health assessment approaches and techniques. . .	1	2	3	4	5	NA
28.	Management strategies in my field.	1	2	3	4	5	NA
29.	Building knowledge on the interdependency between allied health and nursing.	1	2	3	4	5	NA
30.	Career options for students.	1	2	3	4	5	NA
31.	Principles and techniques of quality control . .	1	2	3	4	5	NA
32.	State of the art equipment	1	2	3	4	5	NA
33.	Link with business/industry.	1	2	3	4	5	NA
34.	Wellness	1	2	3	4	5	NA
35.	Holistic medicine and health	1	2	3	4	5	NA
36.	Dealing with death and dying in health care. . .	1	2	3	4	5	NA
37.	Sexually transmitted diseases.	1	2	3	4	5	NA
38.	Gerontology.	1	2	3	4	5	NA
39.	Bioethical issues in health care	1	2	3	4	5	NA

. . . continue . . .

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
40. Alcohol and other drug abuse	1	2	3	4	5	NA
41. Providing access to clinical sites	1	2	3	4	5	NA
42. Building liaisons with local health care providers to develop new technologies in field	1	2	3	4	5	NA
43. Current topics in my field (please list) _____						
_____						
_____						
_____	1	2	3	4	5	NA
44. Other: _____	1	2	3	4	5	NA
45. Other: _____	1	2	3	4	5	NA
Indicate your preference: I prefer updating be offered:						
46. as a credit course	1	2	3	4	5	NA
47. as a noncredit course	1	2	3	4	5	NA
48. for continuing education units (CEUs)	1	2	3	4	5	NA
49. as a certificate course	1	2	3	4	5	NA
50. through the Vocational Telephone Network (VTN)	1	2	3	4	5	NA
51. through correspondence	1	2	3	4	5	NA
52. satellite	1	2	3	4	5	NA
53. on-site workshop in the district	1	2	3	4	5	NA
54. regional workshop	1	2	3	4	5	NA
55. during the summer	1	2	3	4	5	NA
56. during the school year	1	2	3	4	5	NA
57. during the evening	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7291.A5

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
58. during the day	1	2	3	4	5	NA
59. on weekends.	1	2	3	4	5	NA
60. other: _____ .	1	2	3	4	5	NA

Thank you. Please return as directed.

Center for Vocational, Technical
and Adult Education, UW-Stout
7292.A1

3/30/87

HOME ECONOMICS
VTAE Technical Update Questionnaire

Please list your district: _____

The area that best describes what I teach:

_____ (1) Child Care

_____ (2) Hospitality/Food Service/Baking

_____ (3) Clothing Services/Interior Design/Floral Design

_____ (4) Cosmetology

1. Your vocational position is: (check all that apply)

   _____ (1) Home Economics Instructor

   _____ (2) Home Economics Coordinator/Division Chairperson

   _____ (3) Administrator

   _____ (4) Other (please list) _____

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own need. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

KEY:
1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
• GENERAL						
2. Current developments in business and industry. .	1	2	3	4	5	NA
3. Developing business and industry contacts. . . .	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7292.A2

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
4. New and emerging careers within an occupational area	1	2	3	4	5	NA
5. Impact of healthy and safety issues on the industry	1	2	3	4	5	NA
6. Managing a business	1	2	3	4	5	NA
7. Entrepreneurship	1	2	3	4	5	NA
8. Accounting procedures	1	2	3	4	5	NA
9. Marketing	1	2	3	4	5	NA
10. Staff communications	1	2	3	4	5	NA
11. Cost effective planning and management	1	2	3	4	5	NA
12. Insurance issues	1	2	3	4	5	NA
13. Identifying changing customer/client needs	1	2	3	4	5	NA
14. Enhancing customer relations	1	2	3	4	5	NA
15. State of the art equipment	1	2	3	4	5	NA
16. New developments in computer software	1	2	3	4	5	NA
17. New developments in computer hardware	1	2	3	4	5	NA
18. Understanding new products and uses	1	2	3	4	5	NA
19. Serving the special populations within business/industry	1	2	3	4	5	NA
20. Government rules and regulations	1	2	3	4	5	NA
• CHILD CARE						
21. Provide up-to-date programming/curriculum for the young children	1	2	3	4	5	NA
22. Assisting children in building positive self esteem	1	2	3	4	5	NA
23. Intergenerational programs	1	2	3	4	5	NA

. . . continue . . .

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
24. Developing different options for providing child care (i.e., day care for the sick child, after/before school care, infant care)	1	2	3	4	5	NA
25. Providing for communications with parents/ guardian	1	2	3	4	5	NA
26. Helping families cope.	1	2	3	4	5	NA
27. Providing referrals for dysfunctional families	1	2	3	4	5	NA
28. Child custody issues impact on child care industry	1	2	3	4	5	NA
29. Procedures for identifying and reporting abuse (i.e., verbal and physical abuse).	1	2	3	4	5	NA
• HOSPITALITY/FOOD SERVICE/BAKING						
30. Identifying the changing customer needs.	1	2	3	4	5	NA
31. Emerging technologies (i.e., irradiation process)	1	2	3	4	5	NA
32. Front office automation.	1	2	3	4	5	NA
33. New developments in tourism.	1	2	3	4	5	NA
34. Building a positive industry image	1	2	3	4	5	NA
35. New math applications for the industry	1	2	3	4	5	NA
36. Developments in purchasing and receiving	1	2	3	4	5	NA
37. Production standards	1	2	3	4	5	NA
38. New baking techniques.	1	2	3	4	5	NA
39. New food preparation techniques.	1	2	3	4	5	NA
• CLOTHING/INTERIOR DESIGN/FLORAL DESIGN						
40. Computer aided design.	1	2	3	4	5	NA
41. New design concepts.	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7292.A4

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
42. New developments in textiles	1	2	3	4	5	NA
43. Identifying changing client needs	1	2	3	4	5	NA
44. Emerging technologies in the clothing and design industry (i.e., new automated production)	1	2	3	4	5	NA
45. Knowledge of new techniques	1	2	3	4	5	NA
46. Knowledge of new/emerging production standards	1	2	3	4	5	NA
• COSMETOLOGY						
47. Helping students understand the profession of cosmetology	1	2	3	4	5	NA
48. Updating on skin care concepts	1	2	3	4	5	NA
49. Sales/marketing for the cosmetology industry	1	2	3	4	5	NA
50. Information on the artificial nail industry	1	2	3	4	5	NA
51. Working with new technologies and products in the cosmetology industry	1	2	3	4	5	NA
52. Product ingredients/chemistry for cosmetology	1	2	3	4	5	NA
53. Developing and meeting competency standards in the industry	1	2	3	4	5	NA
54. Other: _____	1	2	3	4	5	NA
55. Other: _____	1	2	3	4	5	NA
Indicate your preference: I prefer updating be offered:						
56. as a credit course	1	2	3	4	5	NA
57. as a noncredit course	1	2	3	4	5	NA
58. for continuing education units (CEUs)	1	2	3	4	5	NA
59. as a certificate course	1	2	3	4	5	NA

. . . continue . . .

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
60. through the Vocational Telephone Network (VTN) .	1	2	3	4	5	NA
61. through correspondence	1	2	3	4	5	NA
62. satellite.	1	2	3	4	5	NA
63. on-site workshop in the district	1	2	3	4	5	NA
64. regional workshop.	1	2	3	4	5	NA
65. during the summer.	1	2	3	4	5	NA
66. during the school year	1	2	3	4	5	NA
67. during the evening	1	2	3	4	5	NA
68. during the day	1	2	3	4	5	NA
69. on weekends.	1	2	3	4	5	NA
70. other: _____ .	1	2	3	4	5	NA

Thank you. Please return as directed.

This survey was developed in consultation with Renee' Ramsay, District One Technical Institute; Diane Barton, Southwest Wisconsin Vocational-Technical Institute; and Marian Timmerman, Area Vocational, Technical and Adult Education District 4.

Center for Vocational, Technical
and Adult Education, UW-Stout
7293.A1

3/30/87

TRADE & INDUSTRY
VTAE Technical Update Questionnaire

Please list your district: _____

_____ (1) General

_____ (2) Automotive/Diesel

_____ (3) Drafting/Design

_____ (4) Machine/Tool/Manufacturing

_____ (5) Electronics/Communication

_____ (6) Graphics/Printing

1. Your vocational position is: (check all that apply)

_____ (1) Trade & Industry Instructor

_____ (2) Trade & Industry Coordinator/Division Chairperson

_____ (3) Administrator

_____ (4) Other (please list) _____

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own need. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

KEY:
1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

. . . continue . . .

CVTAE, UW-Stout
7293.A2

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
• GENERAL						
2. Robotics and robotics applications	1	2	3	4	5	NA
3. Computer applications in T&I	1	2	3	4	5	NA
4. Integrating CAD/CAM into the curriculum	1	2	3	4	5	NA
5. Interfacing of computer in T&I areas	1	2	3	4	5	NA
6. Personal computer use	1	2	3	4	5	NA
7. Computer programming - Pascal - Fortran	1	2	3	4	5	NA
8. Statistical quality control and process control	1	2	3	4	5	NA
9. Lasers (applications in industry and fundamentals)	1	2	3	4	5	NA
10. In-service on telecommunication systems	1	2	3	4	5	NA
11. How to integrate electron IC'S with other disciplines	1	2	3	4	5	NA
12. Micro-processor technology	1	2	3	4	5	NA
13. Integrated circuit technology - new devices	1	2	3	4	5	NA
14. Applications of computers to electrical transmission and distribution	1	2	3	4	5	NA
15. State-of-the-art electrical generation	1	2	3	4	5	NA
16. Interface electronics and micro-processor with industrial equipment	1	2	3	4	5	NA
17. Digital read-out systems, digital electronics	1	2	3	4	5	NA
18. Computer assisted record keeping	1	2	3	4	5	NA
19. Computer spread sheets	1	2	3	4	5	NA
20. Word processing	1	2	3	4	5	NA
21. Computer inventory	1	2	3	4	5	NA
22. Data entry skills	1	2	3	4	5	NA

. . . continue . . .

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
23. Computer test authoring systems.	1	2	3	4	5	NA
24. Networking of minicomputers.	1	2	3	4	5	NA
25. Computer grading	1	2	3	4	5	NA
26. Selecting software for educational programs. . .	1	2	3	4	5	NA
27. Develop computer-aided instruction	1	2	3	4	5	NA
28. Attend OEM training sessions	1	2	3	4	5	NA
29. How to manage a small business	1	2	3	4	5	NA
30. Industrial tours and visitation.	1	2	3	4	5	NA
31. Occupational hazards	1	2	3	4	5	NA
32. Locating business/industry who will donate or sell equipment at a reduced cost	1	2	3	4	5	NA
33. Video cassettes available for classroom use. . .	1	2	3	4	5	NA
34. Recruitment and placement.	1	2	3	4	5	NA
35. Job opportunities related to my program.	1	2	3	4	5	NA
36. Maintain contact with employers.	1	2	3	4	5	NA
37. In-service workshop on division goals and needs.	1	2	3	4	5	NA
38. In-service workshops with counterparts from other districts.	1	2	3	4	5	NA
39. Use industry expertise to conduct in-service programs	1	2	3	4	5	NA
40. Use work experience for upgrading.	1	2	3	4	5	NA
41. Other: _____ .	1	2	3	4	5	NA
• AUTOMOTIVE/DIESEL						
42. Automotive electronics for 1987 and beyond . . .	1	2	3	4	5	NA
43. Federal and state laws covering auto repairs . .	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7293.A4

	TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
44.	Emission control seminar	1	2	3	4	5	NA
45.	Future automobiles and their repairability	1	2	3	4	5	NA
46.	Technical updating by the auto manufacturers	1	2	3	4	5	NA
47.	Alignment of four wheel drive	1	2	3	4	5	NA
48.	Computer controlled ignition, carburetor and emission systems	1	2	3	4	5	NA
49.	Electronic fuel injection	1	2	3	4	5	NA
50.	Maintaining and repairing transaxles	1	2	3	4	5	NA
51.	Turbo charging	1	2	3	4	5	NA
52.	Availability of manufacturer - provided auto components	1	2	3	4	5	NA
53.	Unitized body repair	1	2	3	4	5	NA
54.	Color systems	1	2	3	4	5	NA
55.	Bench testing systems	1	2	3	4	5	NA
56.	Automotive service equipment update	1	2	3	4	5	NA
57.	Technical information on diesel engine diagnosis and testing	1	2	3	4	5	NA
58.	Participate in diesel equipment field training program	1	2	3	4	5	NA
59.	Visit other diesel shops and schools	1	2	3	4	5	NA
60.	Ceramic automotive engines	1	2	3	4	5	NA
61.	Computer controlled diesel fuel pumps, transmissions and emissions	1	2	3	4	5	NA
62.	Other: _____	1	2	3	4	5	NA

. . . continue . . .

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
• DRAFTING/DESIGN						
63. Computer aided design and drafting (CAD) (software evaluation and design)	1	2	3	4	5	NA
64. Computer aided design and computer aided manufacturing (CAD/CAM).	1	2	3	4	5	NA
65. CAD related to architectural applications. . . .	1	2	3	4	5	NA
66. Other: _____ .	1	2	3	4	5	NA
• MACHINE/TOOL/MANUFACTURING						
67. Robotics in welding.	1	2	3	4	5	NA
68. Robotics (machine vision).	1	2	3	4	5	NA
69. Computer aided design and computer aided manufacturing (CAD/CAM).	1	2	3	4	5	NA
70. Computer integrated manufacturing (CIM).	1	2	3	4	5	NA
71. Flexible manufacturing systems	1	2	3	4	5	NA
72. Programmable controllers and service mechanisms.	1	2	3	4	5	NA
73. Computer numerical control (CNC) (programming etc.).	1	2	3	4	5	NA
74. Manufacturing work cells (development and operation)	1	2	3	4	5	NA
75. Production control	1	2	3	4	5	NA
76. Electronics transducers and detectors used with automated systems.	1	2	3	4	5	NA
77. Computer interfacing with electromechanical devices.	1	2	3	4	5	NA
78. Metallurgy	1	2	3	4	5	NA
79. Heat treating and hardness testing of metals . .	1	2	3	4	5	NA
80. Working with spectrum analyzer	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7293.A6

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
81. Strength of materials.	1	2	3	4	5	NA
82. Pneumatics theory.	1	2	3	4	5	NA
83. Hydraulics activation circuits	1	2	3	4	5	NA
84. Suggestions for laboratory type experiments in fire protection.	1	2	3	4	5	NA
85. Computer programming for fire protection system.	1	2	3	4	5	NA
86. Welding inspection	1	2	3	4	5	NA
87. Computer-aided welding equipment	1	2	3	4	5	NA
88. Other high tech equipment in welding (laser, electron beam, etc.)	1	2	3	4	5	NA
89. Machining super alloys	1	2	3	4	5	NA
90. Plastic injection molding.	1	2	3	4	5	NA
91. Other: _____ .	1	2	3	4	5	NA
• ELECTRONICS/COMMUNICATION						
92. CAD for electronics.	1	2	3	4	5	NA
93. Computer-aided design of printed circuits. . . .	1	2	3	4	5	NA
94. Programmable controllers and service mechanisms.	1	2	3	4	5	NA
95. Service of surgical lasers	1	2	3	4	5	NA
96. Soldering and desoldering techniques	1	2	3	4	5	NA
97. In-service on telecommunication systems.	1	2	3	4	5	NA
98. Communication technology, microwave satellite, fiber optics	1	2	3	4	5	NA
99. Service of diagnostic ultrasound or service of multiprocessor instrumentation	1	2	3	4	5	NA
100. Precision measuring systems.	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7293.A7

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
101. Microprocessor maintenance and repair.	1	2	3	4	5	NA
102. Computer maintenance and repair.	1	2	3	4	5	NA
103. Video systems repair	1	2	3	4	5	NA
104. Electronics.	1	2	3	4	5	NA
105. Printed wiring board design.	1	2	3	4	5	NA
106. Electro-mechanical curriculum content.	1	2	3	4	5	NA
107. Microprocessor input/output basics	1	2	3	4	5	NA
108. 16 and 32 bit microprocessors.	1	2	3	4	5	NA
109. Interfacing microprocessors with robots.	1	2	3	4	5	NA
110. Business structures IEEE and RS232C.	1	2	3	4	5	NA
111. Electronics transducers and detectors used with automated systems.	1	2	3	4	5	NA
112. Computer interfacing with electromechanical devices.	1	2	3	4	5	NA
113. New machines related to construction field . . .	1	2	3	4	5	NA
114. New products related to construction field . . .	1	2	3	4	5	NA
115. New techniques related to construction field . .	1	2	3	4	5	NA
116. Energy management.	1	2	3	4	5	NA
117. Current trends in building design for efficient use of energy.	1	2	3	4	5	NA
118. Mechanical and electrical systems for buildings.	1	2	3	4	5	NA
119. Computer aided maintenance systems analysis. . .	1	2	3	4	5	NA
120. Data transmission.	1	2	3	4	5	NA
121. Pulse code modulation.	1	2	3	4	5	NA
122. Other: _____ .	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7293.A8

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
• GRAPHICS/PRINTING						
123. Printing industry tours.	1	2	3	4	5	NA
124. Update on state-of-art in printing by suppliers.	1	2	3	4	5	NA
125. Update on computers in printing industry	1	2	3	4	5	NA
126. Microprocessor operations in printing.	1	2	3	4	5	NA
127. Printer's functions.	1	2	3	4	5	NA
128. Copier operation	1	2	3	4	5	NA
129. Other: _____ .	1	2	3	4	5	NA
130. Other: _____ .	1	2	3	4	5	NA
Indicate your preference: I prefer updating be offered:						
131. as a credit course	1	2	3	4	5	NA
132. as a noncredit course.	1	2	3	4	5	NA
133. for continuing education units (CEUs).	1	2	3	4	5	NA
134. as a certificate course.	1	2	3	4	5	NA
135. through the Vocational Telephone Network (VTN) .	1	2	3	4	5	NA
136. through correspondence	1	2	3	4	5	NA
137. satellite.	1	2	3	4	5	NA
138. on-site workshop in the district	1	2	3	4	5	NA
139. regional workshop.	1	2	3	4	5	NA
140. during the summer.	1	2	3	4	5	NA
141. during the school year	1	2	3	4	5	NA
142. during the evening	1	2	3	4	5	NA
143. during the day	1	2	3	4	5	NA

. . . continue . . .

CVTAE, UW-Stout
7293.A9

TOPICS/AREA OF NEED	1 Not Important	2 Somewhat Important	3 Important	4 Quite Important	5 Very Important	NA Not Applicable
144. on weekends.	1	2	3	4	5	NA
145. other: _____ .	1	2	3	4	5	NA

Thank you. Please return as directed.

Appendix C
District Data Tables

7286

Table BTI - Mgt.

Major Staff Development Needs
of the Management Staff
of Blackhawk VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	4.59#	.62#
12.	Forecasting needs of business and industry . . .	4.35	.79
13.	Identify current and future projections of educational needs of older adults and other special populations.	4.06	.97
	• DELIVERY SYSTEMS		
17.	New technologies and their implications for adult education	4.06	.75
	• NEEDS ASSESSMENT		
22.	Needs assessment for emerging occupational areas.	3.94	1.03
23.	Economic indicators and research - how to interpret and use.	4.00	1.12
	• CURRICULUM AND EVALUATION		
24.	Competency based education/its effect on advanced placement and career ladders.	4.06	.93
27.	Evaluation of instructional staff.	4.13	.96
28.	Evaluating curriculum; including how to design and evaluate new curriculum.	4.13	.81

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7286 Table BTI - Mgt. (continued)

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
39.	Improving student recruitment/relations.	4.12	1.11
40.	Improving job placement.	3.94	1.09
	• MANAGEMENT		
44.	Techniques for participatory management.	4.56	.63
46.	Stress management.	4.12	.99
47.	Time management.	4.00	1.00
48.	Public relations/marketing Vocational Education.	4.35	.86
49.	Legal aspects of administration and education. .	4.25	.93
50.	Conflict management.	4.12	.78
53.	Building the management team	4.00	.89
67.	Managing change - motivating others to change. .	4.06	.90

7286

Table DOTI - Mgt.

Major Staff Development Needs
of the Management Staff
of VTAE District #1

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	3.96#	1.13#
12.	Forecasting needs of business and industry . . .	4.46	.71
13.	Identify current and future projections of educational needs of older adults and other special populations.	4.22	.93
	• DELIVERY SYSTEMS		
17.	New technologies and their implications for adult education	4.00	.94
	• CURRICULUM AND EVALUATION		
27.	Evaluation of instructional staff.	3.96	1.04
39.	Improving student recruitment/relations.	3.92	.74
40.	Improving job placement.	3.92	1.00
	• MANAGEMENT		
44.	Techniques for participatory management.	3.81	.92
48.	Public relations/marketing Vocational Education.	4.15	.83
52.	Program evaluation	3.83	.94
53.	Building the management team	3.81	1.02

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7286 Table DOTI - Mgt. (continued)

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
57.	Listening skills and assertive communication . .	3.77	.95
58.	How to run effective meetings.	3.85	.97
59.	Work simplification - cost reduction	3.81	.85
64.	Supervising skills workshop to orient and train staff for performance improvement, solving problems, and keeping the operation under control.	3.84	.99
65.	Improving interpersonal skills for management personnel.	4.04	.89
67.	Managing change - motivating others to change. .	3.88	.83
69.	How to influence legislation	3.88	.93

7286

Table FVTI - Mgt.

Major Staff Development Needs
of the Management Staff
of Fox Valley VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	COMPUTER APPLICATIONS		
3.	Computer literacy (i.e., spread sheets, word processing, data base, filing, Lotus 1, 2, 3). .	3.95#	.97#
•	TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	4.26	.87
12.	Forecasting needs of business and industry . . .	4.68	.75
13.	Identify current and future projections of educational needs of older adults and other special populations.	4.68	.67
•	DELIVERY SYSTEMS		
17.	New technologies and their implications for adult education	4.58	.69
•	NEEDS ASSESSMENT		
22.	Needs assessment for emerging occupational areas.	4.28	.89
23.	Economic indicators and research - how to interpret and use.	4.00	.94

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• CURRICULUM AND EVALUATION			
27.	Evaluation of instructional staff.	4.28	.75
28.	Evaluating curriculum; including how to design and evaluate new curriculum.	4.28	.83
29.	Evaluating instruction in the classroom and/or in the clinical setting.	4.11	.94
39.	Improving student recruitment/relations.	4.29	1.10
40.	Improving job placement.	4.29	1.10
• MANAGEMENT			
44.	Techniques for participatory management.	3.94	1.26
48.	Public relations/marketing Vocational Education.	4.21	1.13
49.	Legal aspects of administration and education. .	4.22	.73
50.	Conflict management.	4.06	.87
52.	Program evaluation	4.11	.76
59.	Work simplification - cost reduction	4.05	1.13
67.	Managing change - motivating others to change. .	4.00	.97
68.	Quality control techniques for education	4.05	1.27
Indicate your preference: I prefer updating be offered:			
82.	on-site workshop in the district	4.17	.99

7286

Table GTI - Mgt.

Major Staff Development Needs
of the Management Staff
of Gateway VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	COMPUTER APPLICATIONS		
3.	Computer literacy (i.e., spread sheets, word processing, data base, filing, Lotus 1, 2, 3). .	4.00#	1.06#
8.	Computerized records management.	4.18	.83
9.	Electronic mail procedures	3.82	1.13
10.	On-line registration procedures.	4.07	1.12
•	TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	4.00	1.13
12.	Forecasting needs of business and industry . . .	4.23	1.03
13.	Identify current and future projections of educational needs of older adults and other special populations.	3.94	1.11
•	DELIVERY SYSTEMS		
14.	Alternative instructional methods and delivery systems.	3.90	1.08
17.	New technologies and their implications for adult education	4.03	1.00
•	NEEDS ASSESSMENT		
22.	Needs assessment for emerging occupational areas.	3.90	1.18

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• CURRICULUM AND EVALUATION		
27.	Evaluation of instructional staff.	3.88	1.07
28.	Evaluating curriculum; including how to design and evaluate new curriculum.	3.89	1.01
29.	Evaluating instruction in the classroom and/or in the clinical setting.	3.88	1.11
31.	Alternatives to purchasing expensive equipment .	3.79	1.02
39.	Improving student recruitment/relations.	3.90	1.19
40.	Improving job placement.	3.79	1.11
42.	Information retrieval.	3.85	1.00
	• MANAGEMENT		
47.	Time management.	3.83	1.13
48.	Public relations/marketing Vocational Education.	4.21	1.04
49.	Legal aspects of administration and education. .	3.83	1.11
50.	Conflict management.	3.83	.95
67.	Managing change - motivating others to change. .	4.00	.89
72.	Economic development and the VTAE.	4.00	.94

7286

Table WITI - Mgt.

Major Staff Development Needs
of the Management Staff
of Wisconsin Indianhead VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	3.85#	1.10#
12.	Forecasting needs of business and industry . . .	4.23	1.08
13.	Identify current and future projections of educational needs of older adults and other special populations.	4.02	1.15
•	DELIVERY SYSTEMS		
14.	Alternative instructional methods and delivery systems.	3.93	.92
15.	Delivering programs by educational television/ telecommunications systems	3.83	.92
17.	New technologies and their implications for adult education	4.05	.95
•	NEEDS ASSESSMENT		
18.	Identify needs of students prior to entering into program	3.74	1.13
27.	Evaluation of instructional staff.	3.81	.94
39.	Improving student recruitment/relations.	3.76	1.12
40.	Improving job placement.	3.90	1.26

Statistics are based on the following response scale:

1 = Not Important	4 = Quite Important
2 = Somewhat Important	5 = Very Important
3 = Important	NA = Not Applicable

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	MANAGEMENT		
47.	Time management.	3.86	1.06
48.	Public relations/marketing Vocational Education.	3.92	1.02
53.	Building the management team	3.79	1.07
65.	Improving interpersonal skills for management personnel.	3.78	1.05
67.	Managing change - motivating others to change. .	3.90	1.08
	Indicate your preference: I prefer updating be offered:		
82.	on-site workshop in the district	4.02	.93
83.	regional workshop.	3.85	1.03

7286

Table LTI - Mgt.

Major Staff Development Needs
of the Management Staff
of Lakeshore VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	4.50#	.79#
12.	Forecasting needs of business and industry . . .	4.50	.84
13.	Identify current and future projections of educational needs of older adults and other special populations.	4.10	1.18
	• DELIVERY SYSTEMS		
17.	New technologies and their implications for adult education	4.19	1.06
	• NEEDS ASSESSMENT		
23.	Economic indicators and research - how to interpret and use.	3.88	1.30
	• CURRICULUM AND EVALUATION		
30.	Measuring impact on the community of adult and continuing education	3.91	1.19
39.	Improving student recruitment/relations.	4.05	1.24
	• MANAGEMENT		
48.	Public relations/marketing Vocational Education.	4.00	1.20
53.	Building the management team	3.96	1.16
67.	Managing change - motivating others to change. .	3.96	1.22
68.	Quality control techniques for education	3.93	1.21

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7286

Table DIST 4 - Mgt.

Major Staff Development Needs
of the Management Staff
of Area VTAE District #4

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• COMPUTER APPLICATIONS		
3.	Computer literacy (i.e., spread sheets, word processing, data base, filing, Lotus 1, 2, 3). .	4.19#	.93#
8.	Computerized records management.	4.29	1.01
10.	On-line registration procedures.	4.37	.96
	• TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	4.29	.90
12.	Forecasting needs of business and industry . . .	4.52	.81
13.	Identify current and future projections of educational needs of older adults and other special populations.	4.33	.80
	• DELIVERY SYSTEMS		
17.	New technologies and their implications for adult education	4.20	.77
	• NEEDS ASSESSMENT		
18.	Identify needs of students prior to entering into program	4.00	.82
19.	Designing needs assessment instruments	4.05	.85
22.	Needs assessment for emerging occupational areas.	4.13	1.15
23.	Economic indicators and research - how to interpret and use.	4.11	.99

Statistics are based on the following response scale:

1 = Not Important	4 = Quite Important
2 = Somewhat Important	5 = Very Important
3 = Important	NA = Not Applicable

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• CURRICULUM AND EVALUATION			
24.	Competency based education/its effect on advanced placement and career ladders.	3.94	.94
26.	Developing effective evaluation instruments. . .	4.05	.85
27.	Evaluation of instructional staff.	4.18	.81
28.	Evaluating curriculum; including how to design and evaluate new curriculum.	4.00	.94
29.	Evaluating instruction in the classroom and/or in the clinical setting.	4.12	.86
30.	Measuring impact on the community of adult and continuing education	3.80	.83
31.	Alternatives to purchasing expensive equipment .	4.00	1.10
33.	Preparing quality media.	3.89	.96
39.	Improving student recruitment/relations.	4.00	.92
40.	Improving job placement.	4.05	.83
42.	Information retrieval.	3.84	.96
• MANAGEMENT			
44.	Techniques for participatory management.	4.00	.93
45.	Quality circles.	3.90	.89
46.	Stress management.	3.81	.98
48.	Public relations/marketing Vocational Education.	4.23	.81
49.	Legal aspects of administration and education. .	3.86	1.11
50.	Conflict management.	4.05	.79
52.	Program evaluation	4.05	.89
53.	Building the management team	4.10	.79

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
54.	Making office politics a positive force.	3.86	1.08
60.	Writing a long-range plan.	3.95	.79
61.	Budgeting principles	3.81	.81
62.	Grant proposal preparation	3.77	.92
64.	Supervising skills workshop to orient and train staff for performance improvement, solving problems, and keeping the operation under control.	4.14	.79
65.	Improving interpersonal skills for management personnel.	3.95	.95
67.	Managing change - motivating others to change. .	4.00	1.02
68.	Quality control techniques for education	3.95	1.07
69.	How to influence legislation	4.15	1.09
70.	Dealing with teachers' union (role of unions in adult education)	3.89	1.13
72.	Economic development and the VTAE.	4.05	.97
73.	Other: _____ .	4.00	1.41

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Table MSTI - Mgt.

Major Staff Development Needs
of the Management Staff
of Mid-State VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	COMPUTER APPLICATIONS		
2.	Computer interactive video and computer aided instruction.	4.33#	.52#
3.	Computer literacy (i.e., spread sheets, word processing, data base, filing, Lotus 1, 2, 3). .	3.83	.41
8.	Computerized records management.	3.86	.90
•	TRENDS AND FORECASTING		
12.	Forecasting needs of business and industry . . .	4.00	1.26
13.	Identify current and future projections of educational needs of older adults and other special populations.	3.83	.75
•	DELIVERY SYSTEMS		
17.	New technologies and their implications for adult education	4.17	.98
•	NEEDS ASSESSMENT		
21.	Task analysis techniques	3.71	1.25
22.	Needs assessment for emerging occupational areas.	4.00	.63

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• CURRICULUM AND EVALUATION			
24.	Competency based education/its effect on advanced placement and career ladders.	4.17	.75
26.	Developing effective evaluation instruments. . .	4.00	1.26
27.	Evaluation of instructional staff.	4.50	1.22
28.	Evaluating curriculum; including how to design and evaluate new curriculum.	3.83	1.47
29.	Evaluating instruction in the classroom and/or in the clinical setting.	3.83	1.33
39.	Improving student recruitment/relations.	3.83	.41
41.	Career advancement	3.86	.90
• MANAGEMENT			
48.	Public relations/marketing Vocational Education.	4.29	.76
49.	Legal aspects of administration and education. .	3.86	1.07
52.	Program evaluation	4.14	1.21
69.	How to influence legislation	4.00	.58
72.	Economic development and the VTAE.	4.00	1.00

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Table MPTI - Mgt.

Major Staff Development Needs
of the Management Staff
of Moraine Park VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	3.91*	1.00*
12.	Forecasting needs of business and industry . . .	3.97	1.15
•	CURRICULUM AND EVALUATION		
39.	Improving student recruitment/relations.	3.83	.98
40.	Improving job placement.	3.87	1.14
•	MANAGEMENT		
48.	Public relations/marketing Vocational Education.	3.87	1.41
67.	Managing change - motivating others to change. .	3.91	.93

* Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7286

Table NCTI - Mgt.

Major Staff Development Needs
of the Management Staff
of North Central VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	COMPUTER APPLICATIONS		
8.	Computerized records management.	3.78#	1.19#
•	TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	4.44	.80
12.	Forecasting needs of business and industry . . .	4.42	.76
13.	Identify current and future projections of educational needs of older adults and other special populations.	4.59	.64
•	DELIVERY SYSTEMS		
14.	Alternative instructional methods and delivery systems.	4.29	.86
15.	Delivering programs by educational television/ telecommunications systems	4.28	1.02
17.	New technologies and their implications for adult education.	4.27	.83
•	NEEDS ASSESSMENT		
22.	Needs assessment for emerging occupational areas.	3.88	1.08
23.	Economic indicators and research - how to interpret and use.	3.81	1.06

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• CURRICULUM AND EVALUATION			
27.	Evaluation of instructional staff.	3.81	1.17
28.	Evaluating curriculum; including how to design and evaluate new curriculum.	3.83	.96
30.	Measuring impact on the community of adult and continuing education	3.78	.89
39.	Improving student recruitment/relations.	3.93	1.14
• MANAGEMENT			
48.	Public relations/marketing Vocational Education.	3.85	1.06
52.	Program evaluation	3.80	1.00
72.	Economic development and the VTAE.	3.78	.75

7286

Table NWTI - Mgt.

Major Staff Development Needs
of the Management Staff
of Northeast Wisconsin VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	COMPUTER APPLICATIONS		
3.	Computer literacy (i.e., spread sheets, word processing, data base, filing, Lotus 1, 2, 3). .	3.82#	1.19#
•	TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	4.13	.94
12.	Forecasting needs of business and industry . . .	4.13	.98
13.	Identify current and future projections of educational needs of older adults and other special populations.	4.07	.94
•	DELIVERY SYSTEMS		
14.	Alternative instructional methods and delivery systems.	3.78	.85
17.	New technologies and their implications for adult education.	3.97	1.05
•	NEEDS ASSESSMENT		
22.	Needs assessment for emerging occupational areas.	3.85	.82
23.	Economic indicators and research - how to interpret and use.	3.79	1.17

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7286 Table NWTI - Mgt. (continued)

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	CURRICULUM AND EVALUATION		
27.	Evaluation of instructional staff.	4.13	.85
40.	Improving job placement.	3.83	1.01
•	MANAGEMENT		
44.	Techniques for participatory management.	3.80	1.00
48.	Public relations/marketing Vocational Education.	3.81	1.05
53.	Building the management team	4.07	.83
67.	Managing change - motivating others to change. .	3.97	.90
	Indicate your preference: I prefer updating be offered:		
82.	on-site workshop in the district	3.90	.76

7286

Table SWTI - Mgt.

Major Staff Development Needs
of the Management Staff
of Southwest Wisconsin VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	COMPUTER APPLICATIONS		
2.	Computer interactive video and computer aided instruction.	4.20#	1.23#
4.	Evaluating and purchasing software	4.10	.88
6.	Computer grading	3.88	.99
7.	Computer networking with other districts	3.90	.99
8.	Computerized records management.	4.00	.94
10.	On-line registration procedures.	4.00	1.15
•	TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	4.60	.70
12.	Forecasting needs of business and industry . . .	4.70	.67
13.	Identify current and future projections of educational needs of older adults and other special populations.	4.40	.70
•	DELIVERY SYSTEMS		
14.	Alternative instructional methods and delivery systems.	4.40	1.07
15.	Delivering programs by educational television/ telecommunications systems	4.20	1.03
17.	New technologies and their implications for adult education.	4.60	.70

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	NEEDS ASSESSMENT		
18.	Identify needs of students prior to entering into program	3.75	.71
19.	Designing needs assessment instruments	3.88	.83
22.	Needs assessment for emerging occupational areas	3.89	1.17
23.	Economic indicators and research - how to interpret and use	3.88	.99
•	CURRICULUM AND EVALUATION		
24.	Competency based education/its effect on advanced placement and career ladders	3.78	1.09
26.	Developing effective evaluation instruments	4.10	1.10
27.	Evaluation of instructional staff	3.80	1.03
28.	Evaluating curriculum; including how to design and evaluate new curriculum	4.10	.74
29.	Evaluating instruction in the classroom and/or in the clinical setting	4.00	1.05
31.	Alternatives to purchasing expensive equipment	3.90	1.10
37.	Alternative learning styles (right-left brain, adults, etc.)	3.80	1.03
39.	Improving student recruitment/relations	4.00	1.05
•	MANAGEMENT		
44.	Techniques for participatory management	3.90	1.29
45.	Quality circles	3.80	1.23
46.	Stress management	4.10	.88
48.	Public relations/marketing Vocational Education	4.30	.82
49.	Legal aspects of administration and education	3.80	.92

7286 Table SWTI - Mgt. (continued)

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
50.	Conflict management.	3.90	.88
52.	Program evaluation	3.90	.99
54.	Making office politics a positive force.	4.00	.94

7286

Table WCTI - Mgt.

Major Staff Development Needs
of the Management Staff
of Waukesha County Area VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	COMPUTER APPLICATIONS		
3.	Computer literacy (i.e., spread sheets, word processing, data base, filing, Lotus 1, 2, 3). .	3.79#	1.30#
•	TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	3.78	1.10
12.	Forecasting needs of business and industry . . .	4.16	.96
13.	Identify current and future projections of educational needs of older adults and other special populations.	4.19	.95
•	DELIVERY SYSTEMS		
14.	Alternative instructional methods and delivery systems.	3.79	1.05
17.	New technologies and their implications for adult education.	3.80	.96
•	NEEDS ASSESSMENT		
18.	Identify needs of students prior to entering into program	3.83	1.15
22.	Needs assessment for emerging occupational areas.	3.90	.99

Statistics are based on the following response scale:

1 = Not Important	4 = Quite Important
2 = Somewhat Important	5 = Very Important
3 = Important	NA = Not Applicable

7286 Table WCTI - Mgt. (continued)

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	CURRICULUM AND EVALUATION		
26.	Developing effective evaluation instruments. . .	3.76	.91
27.	Evaluation of instructional staff.	4.00	.93
28.	Evaluating curriculum; including how to design and evaluate new curriculum.	3.93	1.16
39.	Improving student recruitment/relations.	3.89	1.13
40.	Improving job placement.	3.73	1.11
•	MANAGEMENT		
44.	Techniques for participatory management.	3.79	1.01
48.	Public relations/marketing Vocational Education.	3.81	1.15
59.	Work simplification - cost reduction	3.88	.86

7286

Table WWTI - Mgt.

Major Staff Development Needs
of the Management Staff
of Western Wisconsin VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• COMPUTER APPLICATIONS		
10.	On-line registration procedures.	4.26#	1.10#
	• TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	4.10	1.14
12.	Forecasting needs of business and industry . . .	4.38	.86
13.	Identify current and future projections of educational needs of older adults and other special populations.	4.45	.94
	• DELIVERY SYSTEMS		
14.	Alternative instructional methods and delivery systems.	4.00	1.00
15.	Delivering programs by educational television/ telecommunications systems	4.05	1.22
17.	New technologies and their implications for adult education.	4.00	.79
	• NEEDS ASSESSMENT		
18.	Identify needs of students prior to entering into program	4.05	.85
22.	Needs assessment for emerging occupational areas.	3.85	1.18
23.	Economic indicators and research - how to interpret and use.	3.81	1.12

Statistics are based on the following response scale:

1 = Not Important	4 = Quite Important
2 = Somewhat Important	5 = Very Important
3 = Important	NA = Not Applicable

7286 Table WWTI - Mgt. (continued)

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• CURRICULUM AND EVALUATION		
27.	Evaluation of instructional staff.	3.76	1.26
30.	Measuring impact on the community of adult and continuing education	4.11	.99
39.	Improving student recruitment/relations.	4.19	1.03
40.	Improving job placement.	3.76	1.14
42.	Information retrieval.	3.81	1.08
	• MANAGEMENT		
44.	Techniques for participatory management.	4.05	1.07
48.	Public relations/marketing Vocational Education.	4.20	1.01
53.	Building the management team	3.95	.92
67.	Managing change - motivating others to change. .	3.95	.92
68.	Quality control techniques for education	3.90	1.17

7287

Table BTI - Instr.

Major Staff Development Needs
of the Instructional Staff
of Blackhawk VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• BUSINESS AND INDUSTRY		
16.	Determining business and industry needs locally and statewide: today and tomorrow	3.92#	1.02#
17.	Identifying trends in business/industry.	4.13	.74
	• CURRICULUM		
19.	Curriculum development for a changing technological world.	4.23	.97
20.	Importance of general education to workers in a fluid job market	4.42	.93
	• PUBLIC RELATIONS		
30.	Recruiting and retention of students	4.33	.96
32.	Sharing ideas with faculty in own district and other districts.	4.18	1.05
33.	Projections on future jobs	4.00	.78
34.	Marketing of post high school education.	4.00	.95
37.	Coordination between night and day classes . . .	4.00	1.14
38.	Public relations (preparing articles, flyers for advertising)	4.19	.98
40.	Legislation on vocational education.	4.33	.58

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• STUDENT NEEDS			
43.	Develop positive student/staff interaction . . .	4.00	.98
• INSTRUCTION			
49.	Providing input for instructor evaluation. . . .	4.05	1.17
50.	Evaluation of students	4.14	.94
54.	Motivation of students	4.46	.93
57.	Critical thinking skills	4.59	.67
• OTHER			
73.	Provide training for coordinators.	4.33	1.14
	Indicate your preference: I prefer updating be offered:		
83.	as a credit course	4.00	1.30
90.	on-site workshop in the district	4.13	1.06

7287

Table DOTI - Instr.

Major Staff Development Needs
of the Instructional Staff
of VTAE District #1

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• BUSINESS AND INDUSTRY			
13.	Human relationships in successful business and industry	4.00#	1.11#
16.	Determining business and industry needs locally and statewide: today and tomorrow	4.08	.90
17.	Identifying trends in business/industry.	4.00	1.00
• CURRICULUM			
19.	Curriculum development for a changing technological world.	4.06	.93
20.	Importance of general education to workers in a fluid job market	4.94	.25
22.	Central sources and availability of instructional aids and software.	3.81	.83
• PUBLIC RELATIONS			
30.	Recruiting and retention of students	3.87	.99
31.	Articulation with high schools	4.20	.94
32.	Sharing ideas with faculty in own district and other districts.	4.20	1.01
33.	Projections on future jobs	3.80	1.01
34.	Marketing of post high school education.	4.13	1.06
40.	Legislation on vocational education.	4.13	1.15

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7287 Table DOTI - Instr. (continued)

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• STUDENT NEEDS			
43.	Develop positive student/staff interaction . . .	3.88	1.15
46.	How to work with below average or socially immature students.	3.75	1.06
• INSTRUCTION			
54.	Motivation of students	3.94	.93
57.	Critical thinking skills	4.00	1.13
• GENERAL SKILL DEVELOPMENT			
69.	Communication skills required in various careers.	3.75	1.29
71.	Develop listening skills	3.94	1.24
• OTHER			
78.	Writing for business/industry.	3.79	1.37

7287

Table DIST 4 - Instr.

Major Staff Development Needs
of the Instructional Staff
of Area VTAE District #4

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• CURRICULUM		
19.	Curriculum development for a changing technological world.	3.81#	1.09#
20.	Importance of general education to workers in a fluid job market	3.75	1.27
	• PUBLIC RELATIONS		
30.	Recruiting and retention of students	4.10	1.11
31.	Articulation with high schools	3.83	1.16
32.	Sharing ideas with faculty in own district and other districts.	3.92	1.16
33.	Projections on future jobs	3.77	1.04
34.	Marketing of post high school education.	3.91	1.17
	• STUDENT NEEDS		
43.	Develop positive student/staff interaction . . .	3.81	1.25
	• INSTRUCTION		
54.	Motivation of students	3.84	1.21
57.	Critical thinking skills	4.18	.98
	Indicate your preference: I prefer updating be offered:		
90.	on-site workshop in the district	4.02	1.07

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7287

Table FVTI - Instr.

Major Staff Development Needs
of the Instructional Staff
of Fox Valley VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• BUSINESS AND INDUSTRY		
12.	Determine ways to develop and maintain direct contacts with industry (training, tours, etc.) .	3.88#	1.16#
13.	Human relationships in successful business and industry	3.83	1.19
16.	Determining business and industry needs locally and statewide: today and tomorrow	3.95	1.07
17.	Identifying trends in business/industry.	3.93	1.17
	• CURRICULUM		
19.	Curriculum development for a changing technological world.	4.15	1.02
20.	Importance of general education to workers in a fluid job market	4.05	1.12
	• PUBLIC RELATIONS		
30.	Recruiting and retention of students	4.28	.96
31.	Articulation with high schools	4.11	1.01
32.	Sharing ideas with faculty in own district and other districts.	4.03	1.05
33.	Projections on future jobs	4.26	.83
34.	Marketing of post high school education.	4.34	.85
35.	Placement services planning.	4.01	1.00
40.	Legislation on vocational education.	3.85	1.11

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7287 Table FVTI - Instr. (continued)

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• STUDENT NEEDS		
43.	Develop positive student/staff interaction . . .	3.94	1.12
	• INSTRUCTION		
50.	Evaluation of students	3.76	1.03
54.	Motivation of students	3.93	1.08
57.	Critical thinking skills	4.04	1.08
	• GENERAL SKILL DEVELOPMENT		
70.	Motivation of staff/students	3.86	1.06
71.	Develop listening skills	3.77	1.13
	Indicate your preference: I prefer updating be offered:		
83.	as a credit course	4.11	1.15
90.	on-site workshop in the district	4.21	1.02
93.	during the school year	3.88	1.19

7287

Table GTI - Instr.

Major Staff Development Needs
of the Instructional Staff
of Gateway VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• BUSINESS AND INDUSTRY		
12.	Determine ways to develop and maintain direct contacts with industry (training, tours, etc.) .	3.81#	1.31#
16.	Determining business and industry needs locally and statewide: today and tomorrow	3.87	1.24
17.	Identifying trends in business/industry.	4.01	1.03
18.	Cooperative education and internship programs. .	3.81	1.24
	• CURRICULUM		
19.	Curriculum development for a changing technological world.	4.07	.98
20.	Importance of general education to workers in a fluid job market	3.89	1.21
	• EQUIPMENT		
29.	Equipment update (knowledge of state of the art equipment)	4.05	1.23
	• PUBLIC RELATIONS		
30.	Recruiting and retention of students	4.56	.84
31.	Articulation with high schools	3.96	.96
32.	Sharing ideas with faculty in own district and other districts.	4.01	.94

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
33.	Projections on future jobs	4.16	.94
34.	Marketing of post high school education.	4.32	.91
35.	Placement services planning.	3.91	1.18
38.	Public relations (preparing articles, flyers for advertising)	3.98	1.11
40.	Legislation on vocational education.	4.08	1.13
	• STUDENT NEEDS		
43.	Develop positive student/staff interaction . . .	3.87	1.23
	• INSTRUCTION		
54.	Motivation of students	4.05	1.15
	• OTHER		
73.	Provide training for coordinators.	3.85	1.33
	Indicate your preference: I prefer updating be offered:		
90.	on-site workshop in the district	4.13	1.05

7287

Table WITI - Instr.

Major Staff Development Needs
of the Instructional Staff
of Wisconsin Indianhead VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• BUSINESS AND INDUSTRY		
16.	Determining business and industry needs locally and statewide: today and tomorrow	3.87#	1.03#
	• CURRICULUM		
19.	Curriculum development for a changing technological world.	3.80	1.12
	• PUBLIC RELATIONS		
30.	Recruiting and retention of students	4.13	1.02
32.	Sharing ideas with faculty in own district and other districts.	4.03	.94
33.	Projections on future jobs	3.90	1.06
34.	Marketing of post high school education.	4.14	.98
35.	Placement services planning.	3.90	1.17
	• STUDENT NEEDS		
43.	Develop positive student/staff interaction . . .	3.83	1.03
	• INSTRUCTION		
50.	Evaluation of students	3.85	.95
54.	Motivation of students	3.83	1.09
57.	Critical thinking skills	3.80	1.17

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• OTHER		
79.	Teacher retirement system.	3.78	1.12
	Indicate your preference: I prefer updating be offered:		
90.	on-site workshop in the district	3.95	1.13

7287

Table LTI - Instr.

Major Staff Development Needs
of the Instructional Staff
of Lakeshore VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• BUSINESS AND INDUSTRY		
16.	Determining business and industry needs locally and statewide: today and tomorrow	4.05#	.96#
17.	Identifying trends in business/industry.	4.02	1.20
	• CURRICULUM		
19.	Curriculum development for a changing technological world.	3.96	1.02
	• EQUIPMENT		
29.	Equipment update (knowledge of state of the art equipment)	3.98	1.02
	• PUBLIC RELATIONS		
30.	Recruiting and retention of students	4.19	.99
32.	Sharing ideas with faculty in own district and other districts.	3.91	1.06
33.	Projections on future jobs	3.98	1.00
34.	Marketing of post high school education.	4.15	.99
39.	Advisory committees.	3.81	.99
	• INSTRUCTION		
54.	Motivation of students	3.75	1.06

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7287

Table MSTI - Instr.

Major Staff Development Needs
of the Instructional Staff
of Mid-State VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• COMPUTER			
8.	Computer assisted instruction and sources of software and evaluation techniques to include basic skills	3.92#	1.19#
• CURRICULUM			
20.	Importance of general education to workers in a fluid job market	3.92	.86
21.	Designing self-study modules	3.92	.86
23.	Transfer of skills learned in study center to content area classes	4.08	1.08
24.	Development, use of competency based education	3.77	1.09
25.	Designing curriculum and delivering instruction for "open entry"	4.15	.99
• PUBLIC RELATIONS			
30.	Recruiting and retention of students	5.00	.00
31.	Articulation with high schools	4.33	1.07
32.	Sharing ideas with faculty in own district and other districts	4.54	.78
33.	Projections on future jobs	4.15	1.34
38.	Public relations (preparing articles, flyers for advertising)	4.00	1.08
40.	Legislation on vocational education	3.77	1.24

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7287 Table MSTI - Instr. (continued)

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• STUDENT NEEDS			
41.	Counseling techniques for instructors.	4.46	.88
43.	Develop positive student/staff interaction . . .	4.31	1.11
44.	Assessing/serving students with learning disabilities	4.23	1.01
45.	Working with the physically handicapped.	3.77	1.17
46.	How to work with below average or socially immature students.	4.46	.88
47.	Techniques to help international students (limited English speaking included).	4.62	.77
• INSTRUCTION			
54.	Motivation of students	4.15	.69
57.	Critical thinking skills	4.92	.28

7287

Table MPTI - Instr.

Major Staff Development Needs
of the Instructional Staff
of Moraine Park VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• BUSINESS AND INDUSTRY			
13.	Human relationships in successful business and industry	3.75#	1.22#
16.	Determining business and industry needs locally and statewide: today and tomorrow	3.81	.90
17.	Identifying trends in business/industry	3.85	1.18
• CURRICULUM			
20.	Importance of general education to workers in a fluid job market	3.82	1.19
• PUBLIC RELATIONS			
30.	Recruiting and retention of students	3.97	1.07
31.	Articulation with high schools	3.77	1.14
32.	Sharing ideas with faculty in own district and other districts	4.19	.88
33.	Projections on future jobs	4.28	.74
34.	Marketing of post high school education	3.91	1.07
35.	Placement services planning	3.80	1.05
38.	Public relations (preparing articles, flyers for advertising)	3.81	1.24
40.	Legislation on vocational education	3.78	1.18

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7287 Table MPTI - Instr. (continued)

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• STUDENT NEEDS		
43.	Develop positive student/staff interaction . . .	3.81	1.02
	• INSTRUCTION		
57.	Critical thinking skills	4.11	1.12
	• PERSONAL CONCERNS		
62.	Stress management techniques	3.86	1.20
	• GENERAL SKILL DEVELOPMENT		
67.	Communication techniques for workers and co-workers	3.89	1.04
69.	Communication skills required in various careers.	3.76	1.16
71.	Develop listening skills	3.78	1.15

7287

Table NCTI - Instr.

Major Staff Development Needs
of the Instructional Staff
of North Central VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• EQUIPMENT			
29.	Equipment update (knowledge of state of the art equipment)	3.76#	1.02#
• PUBLIC RELATIONS			
30.	Recruiting and retention of students	4.00	1.14
32.	Sharing ideas with faculty in own district and other districts.	4.00	1.07
33.	Projections on future jobs	4.05	.89
34.	Marketing of post high school education.	3.75	1.14
40.	Legislation on vocational education.	3.87	1.20

Statistics are based on the following response scale:

1 = Not Important	4 = Quite Important
2 = Somewhat Important	5 = Very Important
3 = Important	NA = Not Applicable

7287

Table NWTI - Instr.

Major Staff Development Needs
of the Instructional Staff
of Northeast Wisconsin VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• BUSINESS AND INDUSTRY			
12.	Determine ways to develop and maintain direct contacts with industry (training, tours, etc.) .	3.82#	1.20#
16.	Determining business and industry needs locally and statewide: today and tomorrow	3.97	1.07
17.	Identifying trends in business/industry.	4.04	1.03
18.	Cooperative education and internship programs. .	3.82	1.17
• CURRICULUM			
19.	Curriculum development for a changing technological world.	3.92	.95
• EQUIPMENT			
29.	Equipment update (knowledge of state of the art equipment)	3.75	1.32
• PUBLIC RELATIONS			
30.	Recruiting and retention of students	3.93	1.10
32.	Sharing ideas with faculty in own district and other districts.	3.92	1.06
33.	Projections on future jobs	3.78	1.08
34.	Marketing of post high school education.	3.95	1.09

Statistics are based on the following response scale:

1 = Not Important	4 = Quite Important
2 = Somewhat Important	5 = Very Important
3 = Important	NA = Not Applicable

7287 Table NWTI - Instr. (continued)

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• INSTRUCTION		
57.	Critical thinking skills	3.82	1.17
	• OTHER		
73.	Provide training for coordinators.	3.93	1.18

7287

Table SWTI - Instr.

Major Staff Development Needs
of the Instructional Staff
of Southwest Wisconsin VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• BUSINESS AND INDUSTRY		
12.	Determine ways to develop and maintain direct contacts with industry (training, tours, etc.) .	3.78#	1.07#
16.	Determining business and industry needs locally and statewide: today and tomorrow	3.87	1.14
17.	Identifying trends in business/industry.	3.90	.94
	• CURRICULUM		
19.	Curriculum development for a changing technological world.	3.97	.90
20.	Importance of general education to workers in a fluid job market	4.00	1.18
	• EQUIPMENT		
29.	Equipment update (knowledge of state of the art equipment)	3.78	1.31
	• PUBLIC RELATIONS		
30.	Recruiting and retention of students	4.03	.93
31.	Articulation with high schools	3.79	1.05
32.	Sharing ideas with faculty in own district and other districts.	3.79	.96

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7287 Table SWTI - Instr. (continued)

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
33.	Projections on future jobs	3.78	.97
34.	Marketing of post high school education.	3.88	1.01
35.	Placement services planning.	3.90	1.04
40.	Legislation on vocational education.	3.85	1.18
•	INSTRUCTION		
54.	Motivation of students	3.88	.94
57.	Critical thinking skills	3.78	1.13
•	GENERAL SKILL DEVELOPMENT		
71.	Develop listening skills	3.81	.97

7287

Table WCTI - Instr.

Major Staff Development Needs
of the Instructional Staff
of Waukesha County Area VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• COMPUTER		
3.	More hands-on time with computers.	3.78#	1.19#
	• BUSINESS AND INDUSTRY		
12.	Determine ways to develop and maintain direct contacts with industry (training, tours, etc.) .	3.76	1.28
17.	Identifying trends in business/industry.	3.81	1.14
	• CURRICULUM		
19.	Curriculum development for a changing technological world.	3.70	1.07
20.	Importance of general education to workers in a fluid job market	3.77	1.07
	• PUBLIC RELATIONS		
30.	Recruiting and retention of students	4.04	1.10
31.	Articulation with high schools	3.70	1.19
32.	Sharing ideas with faculty in own district and other districts.	3.86	1.11
33.	Projections on future jobs	3.96	1.01
34.	Marketing of post high school education.	3.96	1.12
40.	Legislation on vocational education.	3.72	1.15
	• INSTRUCTION		
57.	Critical thinking skills	4.06	1.01

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7287

Table WWTI - Instr.

Major Staff Development Needs
of the Instructional Staff
of Western Wisconsin VTAE

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• CURRICULUM			
19.	Curriculum development for a changing technological world.	3.72#	1.23#
• PUBLIC RELATIONS			
30.	Recruiting and retention of students	4.32	.98
31.	Articulation with high schools	4.11	1.04
32.	Sharing ideas with faculty in own district and other districts.	4.13	.90
33.	Projections on future jobs	4.11	.97
34.	Marketing of post high school education.	4.23	1.02
40.	Legislation on vocational education.	4.13	1.02
43.	Develop positive student/staff interaction . . .	4.06	1.17
• INSTRUCTION			
50.	Evaluation of students	3.83	1.10
54.	Motivation of students	4.00	1.11
57.	Critical thinking skills	3.88	1.12
• GENERAL SKILL DEVELOPMENT			
70.	Motivation of staff/students	3.79	1.13

Statistics are based on the following response scale:

1 = Not Important	4 = Quite Important
2 = Somewhat Important	5 = Very Important
3 = Important	NA = Not Applicable

Appendix D
Statewide Composite Data Tables

7286

Table C-MAN

Major Staff Development Needs
of Wisconsin VTAE Management Staff
Composite Data - VTAE Districts

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• TRENDS AND FORECASTING		
11.	Future trends and developments in vocational education.	4.11#	1.01#
12.	Forecasting needs of business and industry . . .	4.31	.93
13.	Identify current and future projections of educational needs of older adults and other special populations.	4.17	.99
	• DELIVERY SYSTEMS		
17.	New technologies and their implications for adult education	4.04	.95
	• NEEDS ASSESSMENT		
22.	Needs assessment for emerging occupational areas.	3.81	1.12
	• CURRICULUM AND EVALUATION		
27.	Evaluation of instructional staff.	3.89	1.05
39.	Improving student recruitment/relations.	3.93	1.06
40.	Improving job placement.	3.81	1.12
	• MANAGEMENT		
44.	Techniques for participatory management.	3.78	1.08

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
48.	Public relations/marketing Vocational Education.	4.02	1.02
53.	Building the management team	3.79	1.03
67.	Managing change - motivating others to change. .	3.91	1.01
	Indicate your preference: I prefer updating be offered:		
82.	on-site workshop in the district	3.89	1.06

7287

Table C-INSTR

Major Staff Development Needs
of Wisconsin VTAE Instructional Staff
Composite Data - VTAE Districts

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
•	BUSINESS AND INDUSTRY		
16.	Determining business and industry needs locally and statewide: today and tomorrow	3.80#	1.13#
17.	Identifying trends in business/industry.	3.85	1.10
•	CURRICULUM		
19.	Curriculum development for a changing technological world.	3.88	1.06
20.	Importance of general education to workers in a fluid job market	3.79	1.19
•	PUBLIC RELATIONS		
30.	Recruiting and retention of students	4.18	1.03
31.	Articulation with high schools	3.83	1.13
32.	Sharing ideas with faculty in own district and other districts.	4.00	1.03
33.	Projections on future jobs	4.00	.98
34.	Marketing of post high school education.	4.08	1.04
35.	Placement services planning.	3.76	1.15
40.	Legislation on vocational education.	3.84	1.17
•	STUDENT NEEDS		
43.	Develop positive student/staff interaction . . .	3.80	1.15
•	INSTRUCTION		
54.	Motivation of students	3.85	1.13
57.	Critical thinking skills	3.96	1.09

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7288

Table C-AG

Major Needs of Agriculture Program Staff Members
in Wisconsin VTAE System
Composite Data - VTAE Districts

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
2.	Computer applications for agriculture.	4.15#	.91#
4.	Use of computer spread sheets.	3.78	1.10
6.	Update on new software for agriculture	4.07	1.08
10.	Using the computer in farm management.	4.42	.90
16.	Fertilizer Technology.	3.77	1.02
17.	Budgeting in agriculture	4.39	.92
18.	Financial management (farm).	4.61	.69
19.	Business records analysis.	4.50	.85
20.	Farm income tax update	3.93	1.11
30.	Dairy ration formulation, nutrition, and health maintenance.	4.40	1.09
33.	New and unique crops and products that can increase farm income	3.76	1.05
36.	Marketing agriculture products	4.20	.89
37.	Economic applications to productive agriculture.	4.17	.81
40.	Time management.	3.94	1.01

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7289

Table C-BEd

Major Staff Development Needs of Business Education Staff
in the Wisconsin VTAE System
Composite Data - VTAE Districts

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• COMPUTER			
2.	Microcomputers and the office - the effect on entry-level skills	4.01#	1.24#
4.	Software review.	3.81	1.13
5.	Data-base management system merging word processing	3.60	1.20
8.	Computer networking.	3.61	1.28
14.	Automated office (computer integrated)	3.62	1.24
16.	Use of electronic spread sheets.	3.69	1.21
• OTHER			
21.	Articulation with secondary school teachers.	3.70	1.17
25.	Changing scope of the office	3.51	1.24
27.	Articulating with business and industry.	4.21	.97
28.	Presentations from business and industry	4.05	.95
29.	Automated equipment in business.	3.96	1.05

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7290 Table C-MD

Major Staff Development Needs of Marketing & Distributive Education Staff
in the Wisconsin VTAE System
Composite Data - VTAE District

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• OTHER			
12.	Marketing simulations available.	3.84#	1.12#
14.	New trends in marketing education (business/ corporations visits to discuss trends)	4.13	1.05
15.	Entrepreneurship	3.91	1.01
18.	Speakers on marketing/sales.	3.84	.93
21.	Visiting business/industry personnel hiring graduates.	4.11	1.07
22.	Successful marketing techniques.	3.96	.95
Indicate your preference: I prefer updating be offered:			
35.	on-site workshop in the district	4.07	1.03

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7291

Table C-HO

Major Staff Development Needs of Health Occupations Staff
in the Wisconsin VTAE System
Composite Data - VTAE District

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
2.	Computer applications in clinical evaluation . .	3.50#	1.29#
3.	Computerized information management collection, record keeping and patient care systems.	3.64	1.29
4.	Communication skills in staff/client relations .	3.63	1.39
9.	Exposure to new equipment and technology	4.04	1.10
15.	Evaluation techniques (clinical and classroom) .	4.08	1.07
28.	Management strategies in my field.	3.61	1.21
30.	Career options for students.	3.54	1.22
32.	State of the art equipment	3.69	1.15
37.	Sexually transmitted diseases.	3.69	1.25
38.	Gerontology.	3.50	1.26
39.	Bioethical issues in health care	3.82	1.07
41.	Providing access to clinical sites	3.82	1.29
42.	Building liaisons with local health care providers to develop new technologies in field .	3.63	1.34

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

7292

Table C-HE

Major Staff Development Needs of Home Economics Staff
in the Wisconsin VTAE System
Composite Data - VTAE Districts

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• GENERAL			
2.	Current developments in business and industry. .	4.57#	.81#
3.	Developing business and industry contacts. . . .	3.88	1.09
4.	New and emerging careers within an occupational area	4.22	.92
10.	Staff communications	4.13	1.02
13.	Identifying changing customer/client needs . . .	4.16	.95
14.	Enhancing customer relations	4.07	.98
• CHILD CARE			
21.	Provide up-to-date programming/curriculum for the young children	4.17	1.20
22.	Assisting children in building positive self esteem	4.53	1.01
24.	Developing different options for providing child care (i.e., day care for the sick child, after/before school care, infant care)	4.17	1.15
25.	Providing for communications with parents/ guardian	4.00	1.19
28.	Child custody issues impact on child care industry	4.06	1.03

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• HOSPITALITY/FOOD SERVICE/BAKING		
30.	Identifying the changing customer needs.	4.44	.86
31.	Emerging technologies (i.e., irradiation process)	4.06	.79
34.	Building a positive industry image	4.44	.82
37.	Production standards	4.09	.90
39.	New food preparation techniques.	4.26	.83
	• CLOTHING/INTERIOR DESIGN/FLORAL DESIGN		
40.	Computer aided design.	4.00	1.53
41.	New design concepts.	4.00	1.41
42.	New developments in textiles	4.00	.87
43.	Identifying changing client needs.	4.78	.44
44.	Emerging technologies in the clothing and design industry (i.e., new automated production).	4.33	.82
45.	Knowledge of new techniques.	4.44	.73
46.	Knowledge of new/emerging production standards .	4.38	.52
	• COSMETOLOGY		
47.	Helping students understand the profession of cosmetology.	4.13	1.02
49.	Sales/marketing for the cosmetology industry . .	4.31	.95
51.	Working with new technologies and products in the cosmetology industry	4.56	.63
53.	Developing and meeting competency standards in the industry	4.44	.81
	Indicate your preference: I prefer updating be offered:		
63.	on-site workshop in the district	4.09	1.17

7293

Table C-TI

Major Staff Development Needs of Trade & Industry Staff
in the Wisconsin VTAE System
Composite Data - VTAE District

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
• GENERAL			
3.	Computer applications in T&I	3.97#	1.08#
5.	Interfacing of computer in T&I areas	3.79	1.17
32.	Locating business/industry who will donate or sell equipment at a reduced cost	3.80	1.22
34.	Recruitment and placement.	4.06	1.14
35.	Job opportunities related to my program.	4.21	1.02
36.	Maintain contact with employers.	4.25	.93
39.	Use industry expertise to conduct in-service programs	3.77	1.01
40.	Use work experience for upgrading.	3.98	1.01
• AUTOMOTIVE/DIESEL			
42.	Automotive electronics for 1987 and beyond . . .	4.18	1.21
43.	Federal and state laws covering auto repairs . .	3.71	1.35
45.	Future automobiles and their repairability . . .	3.88	1.29
46.	Technical updating by the auto manufacturers . .	4.09	1.19
48.	Computer controlled ignition, carburetor and emission systems	3.86	1.31
49.	Electronic fuel injection.	3.94	1.31
56.	Automotive service equipment update.	3.76	1.26

Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable

ITEM NO	TOPICS/AREA OF NEED	MEAN	STANDARD DEVIATION
	• DRAFTING/DESIGN		
64.	Computer aided design and computer aided manufacturing (CAD/CAM).	3.82	1.27
	• MACHINE/TOOL/MANUFACTURING		
69.	Computer aided design and computer aided manufacturing (CAD/CAM).	3.84	1.21
	• ELECTRONICS/COMMUNICATION		
94.	Programmable controllers and service mechanisms.	3.83	1.25
104.	Electronics.	3.96	1.36
112.	Computer interfacing with electromechanical devices.	3.91	1.19
	Indicate your preference: I prefer updating be offered:		
131.	as a credit course	3.86	1.30
138.	on-site workshop in the district	4.08	1.11